



*Building for the Future*  
**COLLEGE CATALOG**  
ORANGEBURG-CALHOUN TECHNICAL COLLEGE



*Orangeburg-Calhoun Technical College*  
*Institutional Effectiveness, Research, and Assessment Plan*  
Prepared by the Office of Institutional Effectiveness, Research and Assessment  
Fall 2018

# Table of Contents

---

<b>I.</b>	<b>Introduction .....</b>	<b>3</b>
<b>II.</b>	<b>Senior Leadership and Governance.....</b>	<b>3</b>
<b>III.</b>	<b>Education Program Codes.....</b>	<b>6</b>
<b>IV.</b>	<b>Institutional Planning/Effectiveness.....</b>	<b>14</b>
	A. Responsibility/Team Members.....	14
<b>V.</b>	<b>Research/Assessment: .....</b>	<b>16</b>
	A. Purpose of Assessment.....	16
	B. Principles of Assessment.....	16
	C. Levels of Assessment.....	17
	D. Process of Assessment.....	17
<b>VI.</b>	<b>Planning, Assessment, Evaluation and Improvement Processes: .....</b>	<b>19</b>
	A. Strategic Planning and Evaluation Cycle: .....	19
	B. Orangeburg-Calhoun Technical College Assessment Cycle: .....	19
	C. Mission/Vision/College Wide Outcomes and Goals: .....	21
	D. Educational Program Planning and Assessment.....	27
	E. General Education Planning and Assessment: .....	30
	F. Operation/Support Unit Planning and Assessment: .....	31
	G. Operational Plan and the Relationship for Budgeting: .....	32
	H. Facilities Master Planning: .....	33
	I. Final Budget Planning: .....	34
	J. Technology Planning: .....	35
	K. Distance Education Planning: .....	36
	L. Campus Safety and Security and Emergency Management Planning: .....	37
<b>VII.</b>	<b>Annual Academic Assessment Calendar.....</b>	<b>38</b>
<b>VIII.</b>	<b>Institutional Performance Measures/ Outcomes/Targets: .....</b>	<b>39</b>
	A. Success Outcomes/Key Performance Indicators: .....	39
<b>IX.</b>	<b>Integrated Planning Timeline.....</b>	<b>41</b>
	<b>Appendix.....</b>	<b>55</b>
	Appendix A DACUM Schedule.....	55
	Appendix B Program Review Timeline.....	57
	Appendix C ACCREDITATION/REPORTING SCHEDULE BY YEAR.....	60
	Appendix D ARTICULATION AGREEMENTS.....	63
	Appendix E Approved Substantive Changes.....	65

## I. Introduction

Orangeburg-Calhoun Technical College (OCtech) is a comprehensive two-year technical college that provides training of persons for jobs in new and expanding industries, upgrading programs for workers already employed, and university transfer opportunities. OCtech is committed to continuous quality improvement of programs and services dedicated to the students and the communities we serve. The College seeks to maintain alignment between the OCtech mission, beliefs, vision, and strategic goals, all in an effort to ensure the educational quality and effectiveness of program offerings and services required to fulfill the institutional mission. The mission of OCtech is to provide relevant training and education in a flexible environment that promotes success and self-reliance for students, and fosters economic development for the region. The vision is to Engage, Empower and Transform. From the mission and vision, to the strategic plan, to the division plan and strategies, to the individual departmental unit plans which include both the general education and program outcomes plans for improvement, OCtech demonstrates strategic planning and continuous improvement through specific outcomes-based assessment.

This Institutional Effectiveness (IE) Plan is designed to be a detailed roadmap for continuous quality improvement. It serves as a strategic planning management tool that shows all OCtech workgroups how to engage in evaluation, assessment, and continuous quality improvement practices that allows the institution to effectively accomplish its mission. The IE plan is broken down as follows:

Mission and Vision Statements

Strategic Plan and College Priorities

Institutional Effectiveness Cycles

- Administrative and Non-Instructional Assessment
  - Administration
  - Business Services
  - Student Services
  - Individual Employee Improvement Planning
- Instructional Assessment
  - General Education Competencies
  - Program-Level Student Learning Outcomes
  - Developmental Education
  - Course-Level Student Learning Outcomes
  - Program Review
  - Individual Employee Improvement Planning

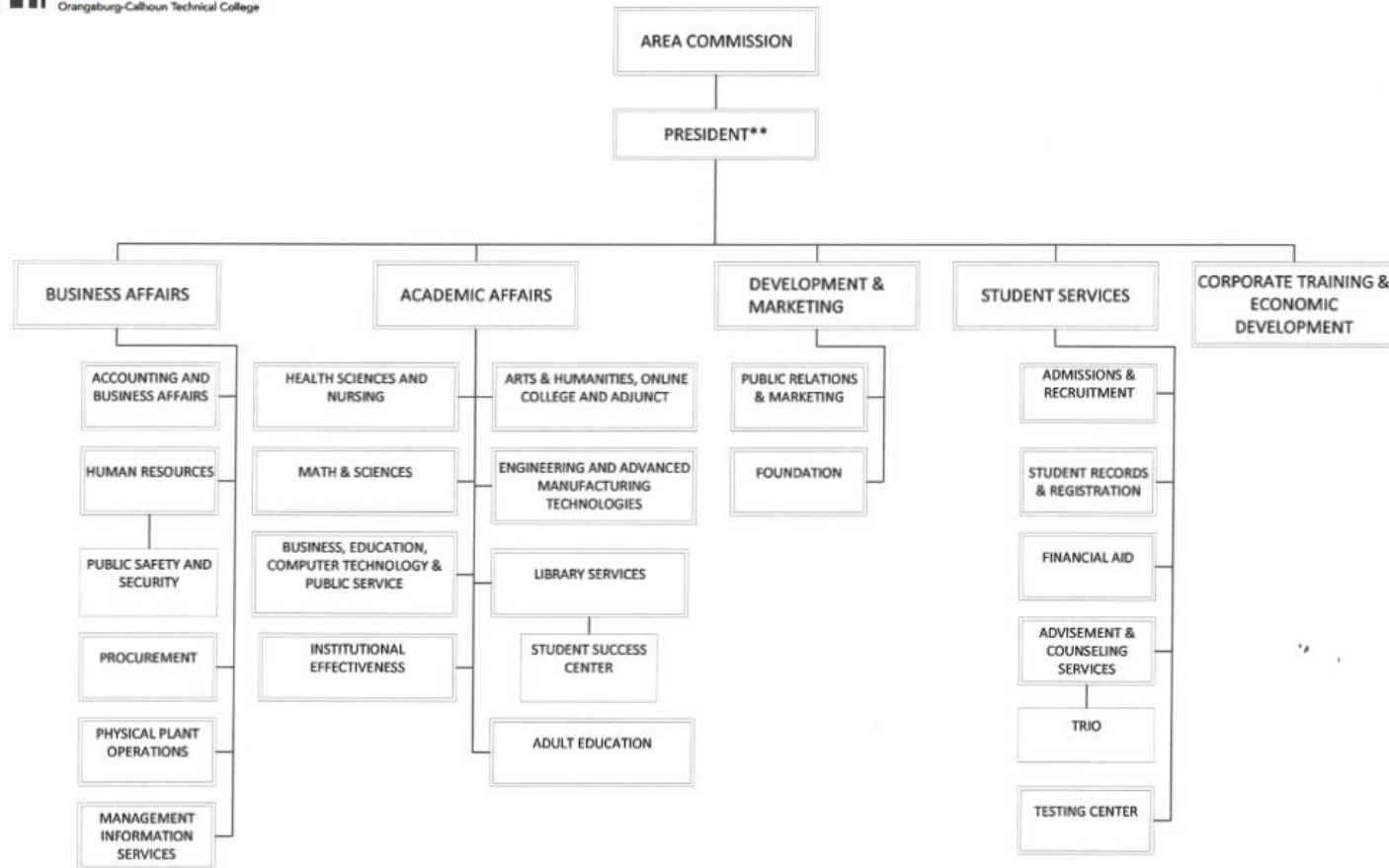
The following document details the procedures that direct the College to engage in ongoing, integrated and institution-wide research based planning and evaluation.

## II. Senior Leadership and Governance

In the structure/governance system depicted in the OCtech organization chart, the Orangeburg-Calhoun Area Commission oversees compliance with state, federal, and local

regulations and approves tuition and expenditures. The Area Commission also sets policies/parameters in categories such as Executive Limitations, Board-Staff Relations, and Board Process, thereby empowering both Board and Staff to perform the duties outlined therein.

The following chart depicts both the 2017 – 18 organizational and planning\* relationships of the institution.



\*\*Exempt from State Employee Grievance Act.

Positions are filled unless noted.

\*Each program and its related certificate and diploma serves as an indirect academic or service planning unit.

### III. Education Program Codes:

The College offers a wide variety of academic degrees, diplomas, and certificates. There are 18 associate degrees. The following chart details Colleague codes for all approved degrees, diplomas, and certificates of the College that are in an active status. **It also includes transfer pathways for specific degrees that are currently active in Colleague, as well as Associate in Applied Science majors and specializations.**

#### Approved and in Active Status

Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Teach Out
AA.ART	24.0101	45600	3	AA	60	Associate in Arts Degree	
AA.ART.BUS.CITADEL	24.0101	45600	3	AA	61	Associate in Arts - Business Transfer Program - Citadel	
AA.ART.CRJ.CITADEL	24.0101	45600	3	AA	66	Associate in Arts - Citadel Transfer - Criminal Justice	
AA.ART.ECE	24.0101	45600	3	AA	63	Associate in Arts Degree - Early Childhood Education (USC)	
*AA.ART.ECE.CLAFLIN	24.0101	45600	3	AA	63	<i>Associate in Arts Degree - Early Childhood Education</i>	
*AA.ART.ECE.SCSU	24.0101	45600	3	AA	63	Associate in Arts Degree - Early Childhood Education	
AA.ART.EEC	24.0101	45600	3	AA	66	Associate in Arts Degree - Elementary Education (USC)	
*AA.ART.EEC.CLAFLIN	24.0101	45600	3	AA	66	Associate in Arts Degree - Elementary Education	
*AA.ART.EEC.SCSU	24.0101	45600	3	AA	66	Associate in Arts Degree - Elementary Education	
AA.ART.HOSMCT.USCB	24.0101	55600	3	AA	64	Associate in Arts Degree - HOSP/MGT Transfer	
AA.ART.MLE	24.0101	45600	3	AA	60	Associate in Arts Degree - Mid-Level Education to Bachelor in Arts-USC Columbia	
*AA.ART.MLE.CLAFLIN	24.0101	45600	3	AA	60	Associate in Arts Degree - Mid-Level Education	
*AA.ART.MLE.SCSU	24.0101	45600	3	AA	60	Associate in Arts Degree - Mid-Level Education	
*AA.ART.TRANSIENT	24.0101	45600	3	AA	60	Associate in Arts - Transient Students	
*AA.BRIDGE.SCS	24.0101	45600	3	AA	60	Associate in Arts Degree - SC State Bridge Program	
*AA.BRIDGE.USC	24.0101	45600	3	AA	60	Associate in Arts Degree - USC Bridge Program	
*AAS.ACC	52.0301	35002	3	AAS	69	Associate in Applied Science in Accounting	2016-2017
AAS.ADN	51.3801	35208	3	AAS	68	Associate in Applied Science in Nursing	
AAS.ADN.FALL	51.3801	35208	3	AAS	67	Associate in Applied Science in Nursing	
AAS.ADN.FLEX	51.3801	35208	3	AAS	68	Associate in Applied Science in Nursing	
AAS.ADN.SPRING	51.3801	35208	3	AAS	67	Associate in Applied Science in Nursing	
AAS.ADN.TN	51.3801	35208	3	AAS	68	Associate in App Sci. Deg. - NUR - Transition Model	
AAS.AOT	52.0401	35007	3	AAS	66	Associate in App Sci. Deg. in Administrative Office	
AAS.AUT	47.0604	35306	3	AAS	70	Associate in App Sci. Deg. in Automotive	
AAS.BA.ENTMGT	52.0101	35001	3	AAS	69	Associate in App Sci. Deg. - Business Administration-Enterprise Management	

*\*Not listed in Catalog*

*π Enrolled only with Dean Approval*

Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Teach Out
AAS.BA.ACCOUNTING	52.0101	35001	3	AAS	69	Associate in App Sci. Deg. - Business Administration-Accounting	
AAS.CPT.CP	11.0301	35104	3	AAS	69	Associate in App Sci. Deg. CPT - Computer Programming	
AAS.CPT.NSIA	11.0301	35104	3	AAS	72	Associate in App Sci. Deg. -CPT –Network Security & Info Assurance	
AAS.CRJ	43.0104	35505	3	AAS	66	Associate in App Sci. Deg. - Criminal Justice	
AAS.CRJ.UPSTATE	43.0104	35505	3	AAS	60	Associate in App Sci. Deg. - Criminal Justice-USC Upstate	
AAS.ECE.ASC	19.0708	35508	3	AAS	67	Associate in App Sci. Deg. - Early Childhood Ed – Transfer	
AAS.ECE.BUS	19.0708	35508	3	AAS	66	Associate in App Sci. Deg. - Early Childhood Ed – Business	
AAS.EDT	15.0303	35310	3	AAS	78	Associate in App Sci. Deg. - Engineering Design Technology	
AAS.EET.EIT	15.0303	35310	3	AAS	74/77	Associate in App Sci. Deg. - Elect ENGR - Elect Instrumentation	
AAS.EET.EIT.FALL	15.0303	35310	3	AAS	75	Associate in App Sci. Deg. – Elect ENGR - Elect Instrumentation - Fall	
AAS.EET.EIT.SPRING	15.0303	35310	3	AAS	75	Associate in App Sci. Deg. – Elect ENGR - Elect Instrumentation - Spring	
AAS.EET.ETP	15.0303	35310	3	AAS	74/75	Associate in App Sci. Deg. - Electronics ENGR – Eng. Tech. Programming	
AAS.EET.EIT.UT	15.0303	35310	3	AAS	78	Associate in App Sci. Deg. - Elect ENGR - Elect Instrumentation-University Transfer	
AAS.EET.ETP.UT	15.0303	35310	3	AAS	77	Associate in App Sci. Deg. - Electronics ENGR – Eng. Tech. Programming -University Transfer	
*AAS.GB	52.0101	35001	3	AAS	69	Associate in App Sci. Deg. - General Business	2016-2017
AAS.GT.AGR.BUS	30.9999	35318	3	AAS	65	Associate in Applied Science - GT - AGR/BUS	
AAS.GT.EMT.CRJ	30.9999	35299	3	AAS	63	Associate in Applied Sci. in EMT/CRJ	
*AAS.GT.IMT	30.9999	35318	3	AAS	81	Associate in App Sci. Deg. - GT - Ind. MAINT./IND. Electronics	2016-2017
AAS.GT.IMW	30.9999	35318	3	AAS	64	Associate in App Sci. Deg. - GT – IND. Maintenance/Welding	
AAS.GT.MOA	30.9999	35318	3	AAS	64	Associate in App Sci. Deg. – GT – Medical Assisting/Health Science	
AAS.GT.PCT	30.9999	35318	3	AAS	63	Associate in App Sci. Deg. - GT - Patient Care Tech./Health Sci.	
AAS.IET	47.0105	35360	3	AAS	74	Associate in App Sci. Deg. - Industrial Electronics	
AAS.IET.ME	47.0105	35360	3	AAS	75/76	Associate in App Sci. Deg. -IET- Electrical & Mechanical	
AAS.LEG	22.0302	35520	3	AAS	69	Associate in App Sci. Deg. - Paralegal/Legal Assistant	
AAS.MEC	15.0499	35371	3	AAS	71	Associate in App Sci. Deg. - Mechatronics	
AAS.MTT	48.0501	35370	3	AAS	80	Associate in App Sci. Deg. - Machine Tool Technology	
AAS.PTA	51.0806	35219	3	AAS	78	Associate in Applied Sci. in Physical Therapist Assistant	

*\*Not listed in Catalog  
π Enrolled only with Dean Approval*

Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Teach Out
AAS.RAD	51.0907	35207	3	AAS	93	Associate in App Sci. Deg. - Radiologic Technology	
AAS.RES	51.0908	35215	3	AAS	84	Associate in App Sci. Deg. - Respiratory Therapy	
*AS.BRIDGE.SCS	24.0101	55600	1	AS	60	Associate in Science Degree - SC State Bridge Program	
*AS.BRIDGE.USC	24.0101	55600	1	AS	60	Associate in Science Degree USC Bridge Program	
AS.FSP	24.0101	55600	1	AS	61	Associate in Science - Food Science Program	
AS.HSNUR.CAREER.PREP	24.0101	55600	1	AS	61	Associate in Science in HS/NUR - Career Prep Program	
AS.HSNUR.TRANSFER	24.0101	55600	1	AS	63	Associate in Science in HS/NUR- Transfer Prep Program	
*AS.NUR.CLEMSON	24.0101	55600	1	AS	60	Associate in Science - NUR - Clemson - ADN to BSN	
AS.NUR.USCUPSTATE	24.0101	55600	1	AS	63	Associate in Science - Nursing - USC Upstate ADN to BSN	
AS.SCI	24.0101	55600	3	AS	60	Associate in Science Degree	
AS.SCI.AGED	24.0101	55600	3	AS	65	Associate in Science in Agric. Education	
AS.SCI.SSC	24.0101	55600	1	AS	64/65	Associate in Science Degree - Soils & Sustainable Crops	
CB.ACC	52.0301	70451	1	CB	27	Certificate in Basic Accounting	
CB.LOGISTICS	52.0203	71148	1	CB	24	Certificate in Business Logistics	
CCT.CNE	11.9999	60665	1	CCT	18	Certificate in Network Engineering/MCSE	
CCT.DBP	11.0301	60921	1	CCT	18	Certificate in Database & Programming	
CCT.INC	11.0301	60753	1	CCT	21	Certificate in Internetworking/CISCO	
CCT.NSP	11.0901	71113	1	CCT	27	Computer Network Specialist	
CET.CADII	15.1306	60775	1	CE	18	Computer Aided Design II	
CET.CD1	15.1306	60774	1	CE	17	Certificate in Computer Aided Design I	
π*CET.RPT1	51.0916	71235	1	CE	16	Health Physics Certificate I ( <i>Radiation Fundamentals</i> )	
*CGT.GEN.USMC	24.0101	70445	1	CPS	#N/A	Middle College	
CHS.CNA	51.3902	60432	1	CHS	9	Certificate in Health Science in Nursing Assistant	
*CHS.ECG	51.0802	70613	1	CHS	8	Certificate in Health Science in Electrocardiography/Cardiac Mon.	
CHS.EMT	51.0904	61048	1	CHS	16	Certificate in Emergency Medical Technician	
CHS.MAM	51.0919	60917	1	CHS	16	Certificate in Mammography	
CHS.MRI	51.092	71048	1	CHS	31	Certificate in Magnetic Resonance Imaging	
CHS.PCT	51.3902	71242	1	CHS	36	Certificate in Health Science - Patient Care Technician	
*CHS.PHL	51.3901	60504	1	CHS	12	Certificate in Health Science in Phlebotomy	
CHS.RAD	51.0907	70886	1	CHS	40	Certificate in General Radiologic Technology	
CIT.AIM	47.0303	60882	1	CIT	19/20	Certificate in Ind. Maint. - Mech & Elec II	
CIT.BDM	47.0605	60861	1	CIT	16	Certificate in Basic Diesel Maintenance	

\*Not listed in Catalog

π Enrolled only with Dean Approval



Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Teach Out
CIT.BE	46.0302	61089	1	CIT	18	Certificate in Basic Electrician	
CIT.BIM	47.0303	60881	1	CIT	16	Certificate in Basic Ind. Maintenance	
CIT.BWLD	48.0508	61012	1	CIT	19	Certificate in Basic Welding	
CIT.FWLD	48.0508	71193	1	CIT	21	Welding Fundamentals Certificate	
CIT.IIM	47.0303	70987	1	CIT	27	Certificate in Ind. Maint. - Mech & Elec I	
CIT.INDELEC	15.0399	61084	1	CIT	17	Certificate in Industrial Electrician	
CIT.IWLD	48.0508	61000	1	CIT	20	Intermediate Welding Certificate	
CIT.MEC1	15.0499	60995	1	CIT	20	Certificate in Mechatronics I-Fundamentals	
CIT.MEC2	15.0499	71183	1	CIT	20	Certificate in Mechatronics II-Automated Controls	
CIT.MEC3	15.0499	71184	1	CIT	21	Certificate in Mechatronics III-Automated Systems	
CIT.POC	48.0501	60989	1	CIT	16	Certificate in Production Operator	
CIT.TRUCK	49.0205	61054	1	CIT	16	Certificate in Professional Truck Driving	
CIT.US	47.0604	61083	1	CIT	16	Certificate in Undercar Specialist	
CPS.AGR	1.0308	71134	1	CPS	33	Certificate in Sustainable Agriculture	
CPS.ECD	19.0709	70623	1	CPS	27	Certificate in Early Childhood Development	
CPS.FOR	43.0104	71010	1	CPS	27	Forensics Certificate Program	
CPS.GENERALSTUDIES	24.0101	70445	1	CPS	15	Certificate in General Studies	
CPS.SEC	43.0104	70446	1	CPS	30	Certificate in Security	
DAS.AS	52.0408	15041	2	DAS	42	Diploma in Applied Science in Administrative Support	
DAS.ECD	19.0709	15508	2	DAS	45	Diploma in Applied Science in Early Childhood Development	
DAS.LPN	51.3901	15209	2	DAS	48	Diploma in Licensed Practical Nursing	
DAS.LPN.FLEX	51.3901	15209	2	DAS	48	Diploma in Licensed Practical Nursing - Flex Program	
DAS.MA	51.0802	15205	2	DAS	48	Diploma in Applied Science in Medical Assisting	
*ND.CDV	61	6100		ND	#N/A	Career Development	

*\*Not listed in Catalog*

*π Enrolled only with Dean Approval*

## GAINFUL EMPLOYMENT LISTING

Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title
CB.ACC	52.0301	70451	1	CB	27	Certificate in Basic Accounting
**^CB.ENT	52.0701	71236	1	CB	30	Entrepreneurship Certificate
***CB.ENTBP	52.0701	61036	1	CB	18	Entrepreneurship Bus. Plan Certificate
CB.LOGISTICS	52.0203	71148	1	CB	24	Certificate in Business Logistics
CCT.CNE	11.9999	60665	1	CCT	18	Certificate in Network Engineering/MCSE
CCT.DBP	11.0301	60921	1	CCT	18	Certificate in Database & Programming
CCT.INC	11.0301	60753	1	CCT	21	Certificate in Internetworking/CISCO
CCT.NSP	11.0901	71113	1	CCT	27	Computer Network Specialist
***CCT.OPC	11.0301	60751	1	CCT	18	Certificate in Office Productivity/MCAS
^^CCT.WEB	11.9999	70894	1	CCT	24	Certificate in Web Master
CET.CADII	15.1306	60775	1	CE	18	Computer Aided Design II
***CET.CADIII	15.1306	60960	1	CE	18	Certificate in Comp. Aided Design III
CET.CD1	15.1306	60774	1	CE	17	Certificate in Computer Aided Design I
***CET. RP	51.0916	61035	1	CE	16	Radiation Protection Certificate
***^CET.RPT1	51.0916	71235	1	CE	16	Health Physics Certificate I: Fundamentals
***CHS.CTO	51.0907	71049	1	CHS	22	Certificate in Computed Tomography
CHS.EMT	51.0904	61048	1	CHS	16	Certificate in Emergency Medical Technician
CHS.MAM	51.0919	60917	1	CHS	16	Certificate in Mammography
CHS.MRI	51.0920	71048	1	CHS	31	Certificate in Magnetic Resonance Imaging
CHS.PCT	51.3902	71242	1	CHS	36	Certificate in Health Science - Patient Care Technician
CHS.RAD	51.0907	70886	1	CHS	40	Certificate in General Radiologic Technology
πCIT.AIM	47.0303	60882	1	CIT	19/20	Cert. in Ind. Maint. - Mech & Elec II
CIT.BDM	47.0605	60861	1	CIT	16	Certificate in Basic Diesel Maintenance
CIT.BE	46.0302	61089	1	CIT	18	Certificate in Basic Electrician
CIT.BIM	47.0303	60881	1	CIT	16	Cert. in Basic Ind. Maintenance
CIT.BWLD	48.0508	61012	1	CIT	19	Certificate in Basic Welding
CIT.FWLD	48.0508	71193	1	CIT	21	Welding Fundamentals Certificate
CIT.IIM	47.0303	70987	1	CIT	27	Cert. in Ind. Maint. - Mech & Elec I
CIT.INDELEC	15.0399	61084	1	CIT	17	Certificate in Industrial Electrician
CIT.IWLD	48.0508	61000	1	CIT	20	Intermediate Welding Certificate
CIT.MEC1	15.0499	60995	1	CIT	20	Certificate in Mechatronics I-Fundamentals
CIT.MEC2	15.0499	71183	1	CIT	20	Certificate in Mechatronics II-Automated Controls
CIT.MEC3	15.0499	71184	1	CIT	21	Certificate in Mechatronics III-Automated Systems
CIT.POC	48.0501	60989	1	CIT	16	Certificate in Production Operator

π *Reactivated as of 2017*

\*\*\**Not listed in 2018 Catalog*

^*Inactive as of 2016*

^^*Inactive as of 2017*

Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title
CIT.TRUCK	49.0205	61054	1	CIT	16	Certificate in Professional Truck Driving
CIT.US	47.0604	61083	1	CIT	16	Certificate in Undercar Specialist
CPS.AGR	01.0308	71134	1	CPS	33	Certificate in Sustainable Agriculture
CPS.ECD	19.0709	70623	1	CPS	27	Certificate in Early Childhood Development
CPS.FOR	43.0104	71010	1	CPS	27	Forensics Certificate Program
CPS.SEC	43.0104	70446	1	CPS	30	Certificate in Security
DAS.AS	52.0408	15041	2	DAS	42	Diploma in Applied Science in Administrative Support
DAS.ECD	19.0709	15508	2	DAS	45	Diploma in Applied Science in Early Childhood Development
DAS.LPN.FLEX	51.3901	15209	2	DAS	48	Diploma in Applied Science in Licensed Practical Nursing
DAS.MOA	51.0802	15205	2	DAS	48	Diploma in Applied Science in Medical Assisting

π *Reactivated as of 2017*

**\*\*Not listed in 2018 Catalog**

**^Inactive as of 2016**

**^^Inactive as of 2017**

### **Approved but in Inactive Status:**

The Colleague codes for all approved but inactive programs and program options are given below. **The chart contains codes for all degrees, diplomas, certificates, or pathways that are approved but are not currently in the college catalog.**

Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Last Active Catalog
AA.ART.PRES	24.0101	45600	3	AA	60	Associate in Arts Degree-Presidential Scholars	
AAS.CPT.IT	11.0301	35104	3	AAS	72	Associate in App Sci. Deg. -CPT – Information Technology	
AAS.CPT.PCS	11.0301	35104	3	AAS	72	Assoc in App Sci Deg - Ct - Personal Computer Support	2015
AAS.ECE.OCC	19.0708	35508	3	AAS	66	Associate in App Sci. Deg. - Early Childhood Ed – Occupational	
AAS.EET.CE	15.0303	35310	3	AAS	74	Associate in App Sci. Deg. - Electronics ENGR - Engineering Technology Programming	2017
AAS.EET.HPT	15.0303	35310	3	AAS	81	Assoc in App Sci Deg Electronics Engr - Health Physics	2015
AAS.EET.HPTR	15.0303	35310	3	AAS	83	Assoc in App Sci Deg Elect Engr - Health Physics Transfer	2013
AAS.GT.AD	30.9999	35318	3	AAS	78	Assoc in App Sci Deg - Gt - Automotive/Diesel	2016
AAS.GT.AGR.AUT	30.9999	35318	3	AAS	70	Assoc in Applied Sci - Gt-Agr-Aut	2016
AAS.GT.AGR.IMT	30.9999	35318	3	AAS	66	Assoc in Sci in Gt - Agr/Imt	2016
AAS.GT.AGR.WLD	30.9999	35318	3	AAS	68	Assoc in Applied Sci in Gt-Agr/Wld	2016
AAS.GT.AM	30.9999	35318	3	AAS	77	Assoc in App Sci Deg - Gt - Automated Man./Engr. Graphics	2017
AAS.GT.EGT	30.9999	35318	3	AAS	73	Associate in App Sci. Deg. - GT - Engineering Graphics	
AAS.GT.EIT	30.9999	35318	3	AAS	73	Assoc in App Sci Deg - Gt - Eit	2017
AAS.GT.MA	30.9999	35318	3	AAS	63/64	Associate in App Sci. Deg. - GT - Medical Assisting/Health Sci.	
AAS.GT.MEC	30.9999	35318	3	AAS	70	Associate in App Sci. Deg. - GT - Mechatronics/IND. Maintenance	
AAS.GT.MSH	30.9999	35318	3	AAS	60	Assoc in App Sci Deg - Gt - Multiskilled Healthcare	2014
AAS.GT.NS	30.9999	35318	3	AAS	76	Assoc in App Sci Deg - Gt - Network Security	2013
AAS.GT.PPT	30.9999	35318	3	AAS	80	Assoc in App Sci Deg - Gt - Power Plant Tech./Ind. Maintenance	2016
AAS.GT.WEB	30.9999	35318	3	AAS	67	Assoc in App Sci Deg - Gt – Webmaster	2014
AS.ADN	24.0101	55600	1	AS	60	Associate in Science - ADN Prep	
AS.EMT	24.0101	55600	1	AS	60	Associate in Science in Emerg. Med. Tech. Prep Program	
AS.LPN	24.0101	55600	1	AS	60	Associate in Science - LPN Prep	
AS.MOA	24.0101	55600	1	AS	60	Associate in Science - MOA - Prep	
AS.PTA	24.0101	55600	1	AS	60	Associate in Science - PTA Prep	
AS.RAD	24.0101	55600	1	AS	60	Associate in Science - RAD- Prep	
AS.RES	24.0101	55600	1	AS	60	Associate in Science - RES - Prep	
AS.SCI.HOSMGT.USCB	24.0101	55600	3	AS	61	Associate in Science in Hospitality/Management - USC Beaufort	
AS.SCI.PRES	24.0101	45600	3	AA	60	Associate in Science Degree -Presidential Scholars	
CB.ENT	52.0701	71236	1	CB	30	Entrepreneurship Certificate	
CCT.OPC	11.0301	60751	1	CCT	18	Certificate in Office Productivity/MOS	2016

Program	CIP Code	Local Code	Level	Award	Crt Hrs	Title	Last Active Catalog
CCT.WEB	11.9999	70894	1	CCT	24	Certificate in Web Master	2016
CET.CADIII	15.1306	60960	1	CE	16	Certificate in Comp. Aided Design III	2016
CET.RF	51.0916	71235	1	CE	17	Certificate in Radiation Protection Fundamentals	2014
CET. RP	51.0916	61035	1	CE	16	Radiation Protection Certificate	2017
CET.RPT2	51.0916	61035	1	CE	20	Health Physics Certificate II: Radiation Protection	2015
CET.RRI	15.0704	71300	1	CE	22	Cert. in Rad. Response & Instrumentation	2015
CHS.CTO	51.0907	71049	1	CHS	22	Certificate in Computed Tomography	2016
CHS.DHG	51.1199	70601	1	CHS	37	Certificate in Health Science Major in Pre-Dental Hygiene	2015
CHS.EHR	51.0707	71288	1	CHS	27	Certificate in Electronic Health Records (Catalog 2018)	
CHS.HCP	51.1199	70614	1	CHS	38	Certificate in Health Careers Preparation	2011
CHS.HCP.ADN	51.1199	70614	1	CHS	38	Certificate in Health Careers Prep-Concentration ADN	2012
CHS.HCP.CNA	51.9999	70614	1	CHS	38	Certificate in Health Careers Prep-Concentration CNA	2010
CHS.HCP.ECG	51.1199	70614	1	CHS	38	Certificate in Health Careers Prep-Concentration ECG	2011
CHS.HCP.LPN	51.1199	70614	1	CHS	38	Certificate in Health Careers Prep-Concentration LPN	2011
CHS.HCP.MOA	51.1199	70614	1	CHS	38	Certificate in Health Careers Prep-Concentration MOA	2011
CHS.HCP.PHL	51.1199	70614	1	CHS	38	Certificate in Health Careers Prep-Concentration PHL	2011
CHS.HCP.RAD	51.1199	70614	1	CHS	38	Certificate in Health Careers Prep-Concentration RAD	2011
CHS.HCP.RES	51.1199	70614	1	CHS	38	Certificate in Health Careers Prep-Concentration RES	2011
CHS.HIM	51.1199	70802	1	CHS	32	Certificate in Health Science in Pre-Health Info Mgmt	2015
CHS.OTA	51.1107	70612	1	CHS	29	Cert. in Health Science in Pre-Occupational Therapy Asst.	2015
CHS.PTA	51.1107	70615	1	CHS	29	Cert. in Health Science in Pre-Physical Therapy Assistant	2014
CIT.ASR	47.0604	60654	1	CIT	12	Certificate in Advanced Automotive Systems Repair	2013
CIT.AWLD	48.0508	60999	1	CIT	17	Advanced Welding Certificate	2014
CIT.AM1	15.0613	71188	1	CIT	25	Certificate in Automated Manufacturing I	2013
CIT.AM2	15.0613	71189	1	CIT	29	Certificate in Automated Manufacturing II	2013
CIT.CADCAM	48.9999	60996	1	CIT	19	Certificate in Cad, Cam, & Solid State Devices	2013
CIT.EBR	47.0604	60656	1	CIT	10	Certificate in Engine and Brake Repair	2013
CIT.ESR	47.0604	60655	1	CIT	13	Certificate in Electrical Systems Repair	2015
CIT.IFS	47.0604	60657	1	CIT	11	Certificate in Ignition and Fuel Systems Repair	2013
CIT.MAS	46.0101	71111	1	CIT	23	Certificate in Masonry	2013
CIT.PPT1	15.0399	71185	1	CIT	18	Certificate in Power Plant Technology I	2015
CIT.PPT2	15.0399	71186	1	CIT	24	Certificate in Power Plant Technology II	2015
CIT.PPT3	15.0399	71187	1	CIT	23	Certificate in Power Plant Technology III	2015
CIT.STR	47.0604	60658	1	CIT	12	Certificate in Suspension and Transmission Repair	2014

## **IV. Institutional Planning/Effectiveness**

### **A. Responsibility/Team Members:**

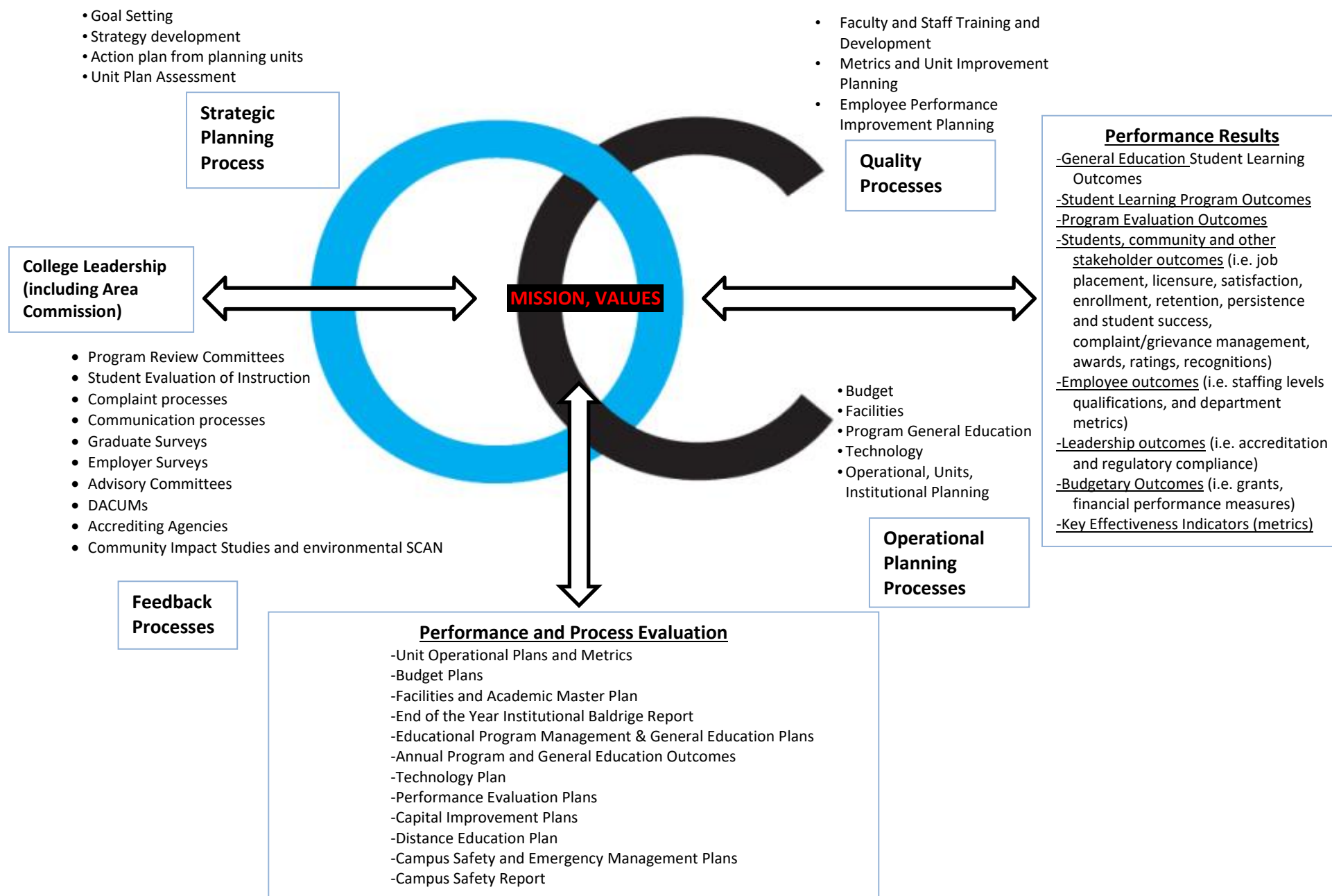
The responsibility for institutional effectiveness lies with all members of the College. The Office of Institutional Effectiveness, Research and Assessment is charged with working with faculty and staff to assess and evaluate college programs, effectiveness, functions, goals, and accountability.

Institutional Planning, Assessment and Evaluation Committees include, but not limited to the following:

1. Strategic Planning Committee (President's Staff and others as needed)
2. General Education Assessment Committee
3. Facilities and Academics Master Planning Committee
4. President's Advising Council
5. Curriculum Committee
6. Technology Planning Committee
7. Distance Education/LMS Committee
8. Campus Safety and Security Committee
9. Advising Committee
10. IT Security Committee

:

# Institutional Effectiveness Continuous Improvement Planning Process



## **V. Research/Assessment:**

### **A. Purpose of Assessment**

Orangeburg-Calhoun Technical College is committed to helping faculty, administrators, and staff find ways to ask and answer difficult questions about teaching, career development, and learning so that the College can continue to improve the quality of education. Assessment is a systematic and ongoing process of gathering, analyzing, and using data for the purpose of improving the student learning experience and thus assisting Orangeburg-Calhoun Technical College in fulfilling its educational mission. Assessment data is generated to look for answers to questions such as:

- How do we know if our students are learning what we are teaching?
- How do we know if we are teaching what our students need to learn?
- How can we improve the educational success of all students regardless of their educational background, race, gender, or ethnicity?
- How well do we prepare students for transfer or the job market?
- How can we get answers to those questions about student learning that test questions don't provide?

Underlying each of these questions is the assumption of a desire for educational excellence—excellence in learning, excellence in teaching, and excellence in supporting the teaching and learning process.

### **B. Principles of Assessment**

1. Assessment is faculty or staff driven. Faculty members identify student learning outcomes at the course, program, and college-wide levels, specify the means of assessment, and decide what to do with the results; staff identify outcomes for non-instructional units, specify the means of assessment, and decide what to do with the results.
2. Assessment is an ongoing process. Instructors, as well as college services personnel, assess achievement of outcomes as a regular and annual event.
3. Assessment continues after and apart from visits of accrediting agencies because the reason for assessment is improvement.
4. Assessment refocuses institutional attention on quality.
5. Assessment is not and should not be associated with faculty or staff evaluation.
6. Assessment analyzes the learning process, not the individual student, faculty member, or course.



### C. Levels of Assessment

#### **Course Assessment**

Assessment of student learning begins in the classroom where instructors can evaluate learning, analyze data, and improve instruction. At the course level, assessment is structured to determine whether the student learning outcomes are being achieved at the completion of the course.

#### **Program Assessment**

At the program level, faculty collaborate to identify program level student learning outcomes and then design assessment plans to evaluate the critical learning outcomes students should be able to demonstrate as a result of completing the program. Program assessments also include periodic Program Reviews to evaluate systematical program performance.

#### **Institutional Assessment**

And finally, at the institutional level, assessment occurs by evaluating the effectiveness of college-wide functions such as transfer and career and technical programs, academic foundations, and student services. Common to all of these levels is the belief that learning is what matters most in community college education. Because of this belief, OCtech assesses effectiveness; seeks evidence of the degree to which learning is taking place; and seeks information to guide the steps needed to improve what matters most—student learning.

### D. Process of Assessment

The purpose of the assessment process at Orangeburg-Calhoun Technical College is to provide concrete information to enhance the quality of teaching and learning as well as the quality of services provided in support of teaching and learning. The process consists of five steps, which comprise an ongoing opportunity for recursive improvement that supports the quest for excellence.

#### **State Purpose**

1. The unit states its function within the larger context of the College's overall mission.

#### **Identify Outcomes**

2. The unit identifies the outcomes it intends to achieve and criteria it will use to determine whether those outcomes have been achieved.

#### **Assess Outcomes**

3. The unit defines the methods by which it will assess whether the outcomes criteria have been met and analyzes the data gathered by that methodology.

#### **Implement Improvements**

4. The unit creates and implements improvement plans based on the information it gathered from assessing its outcomes.

**State Impact**

5. The unit states the impact its improvements have made on the quality of what it does.

These steps are dynamic and interactive. The unit's purpose is made concrete and specific in the outcomes it identifies. The outcomes, in turn, are directly addressed by the methods and criteria designed to demonstrate achievement of those outcomes, and improvements are implemented that impact the quality of the unit's function.

Completing all five steps ends one assessment cycle. Each successive year, the steps are completed again. Using information and improvement plans from the previous year as the basis for assessment planning the following year creates a continuous quality improvement spiral that supports each unit's efforts to improve the student learning experience at OCtech.

6. All steps are documented and housed in the appropriate module of ***Compliance Assist***:

- Strategic Plans and Metrics
- Division Unit Plans/Strategies/Assessments
- Annual Individual Department Unit Plans/Assessments
- Annual Program Outcomes Assessments
- Annual General Education Programs Outcomes Assessments
- Unit Plan Budget
- Program Reviews

## VI. Planning, Assessment, Evaluation and Improvement Processes:

### A. Strategic Planning and Evaluation Cycle:

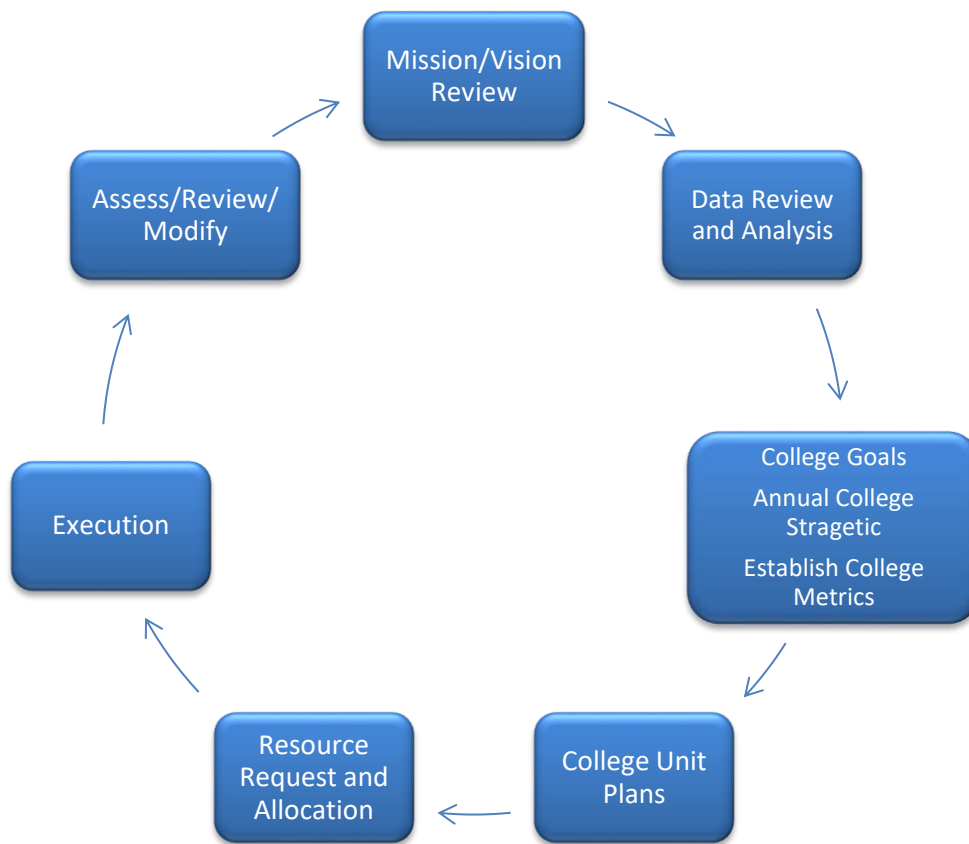
The planning process at OCtech includes both strategic planning and operation planning. The College's current strategic planning cycle will end in 2017. Using the Baldrige process, the College uses information from three important sources in the development of its annual strategies and operational plans.

- **Performance results:** OCtech regularly evaluates institutional performance on a variety of key measures. As part of the strategic planning process, the College identifies expected outcomes for key performance measures. Additionally, college leaders regularly review college performance on metrics that reflect overall organization health and sustainability. These analyses are integral to continuous improvement.
- **Environmental Scan:** OCtech places value on both the internal and external environment. To assess its internal climate, the College regularly surveys students, faculty and staff. To complete its external assessment, OCtech uses information from a variety of sources, such as the Lower Savannah Education and Business Alliance, the various service areas' Chambers of Commerce, and the State Board for Technical and Comprehensive Education. In addition, the College participates in the planning processes of both the Orangeburg and Calhoun County Development Commissions, which help to inform the OCtech planning process.
- **Stakeholders:** The College begins each strategic planning cycle by actively soliciting advice and counsel from all college stakeholders. In the development of the current planning cycle, the Institutional Effectiveness Office presented environmental scan data to the President's Staff. Staff members then responded to the scan at additional work sessions, involving key areas of the College in discussion and review as necessary. Additionally, the President convened a committee that included business and economic development leaders, industry leaders and the Regional Medical Center executive staff for review and input. The President then presented the results of this review to the Area Commission at its annual planning retreat. This input allowed the College to identify its strengths and weaknesses, as well as key barriers and opportunities. The result is a comprehensive plan to guide the College's strategic initiatives over the next planning cycle years.

### B. Orangeburg-Calhoun Technical College Assessment Cycle:

The OCtech Strategic Planning process is led by the President of the College and teams that are composed of administration, faculty and staff representing all areas of the institution. Members are charged with analyzing the strengths, weaknesses, opportunities, and challenges facing the institution. They are provided with a wide array of data and other information from both internal and external sources, ranging from enrollment, recruitment, and student success information to regional demographics and educational funding information. The teams develop, implement, assess, and evaluate a set of proposed strategic action items for the three college-wide goals. The following diagram illustrates the campus-wide process.

# Strategic Planning



C. Mission/Vision/College Wide Outcomes and Goals:

**Mission:** OCtech provides relevant training and education in a flexible environment that promotes success and self-reliance for students, and fosters economic development for the region.

**Vision:** Engage. Empower. Transform

**College Wide Enrollment Goals (2017-2018)**

Outcome #1

- Enrollment – 2,387 FA
- 48% Continuing
- 14.4% New and/or Readmit
- 0.5% Transient
- 26% Middle College
- 3% increase in tuition revenue (FA)

\*Outcome #2

- 75% persistence from FA '14 to SPR '15
- 3% increase in tuition revenue

*\*Most recent Official Reporting Data*

**1. Deliver student centered programs and services that maximize intellectual and economic growth**

**College Strategies 2017 - 2022**

1. Promote student success through engagement among students and among students/faculty - VICE PRESIDENT FOR ACADEMIC AFFAIRS
  - 1.1.1 Conduct focus groups with students to better understand their needs as it relates to marketing, communication, admissions, the advising process, and the college experience
  - 1.1.2 Review and implement recommendations for new student orientation
  - 1.1.3 Ensure that all students develop a meaningful professional relationship with at least one member of the faculty/staff
  - 1.1.4 Identify strategies to improve the success of minority students
2. Provide flexible and effective programs, course offerings, and entry, exit points to improve student outcomes - VICE PRESIDENT FOR ACADEMIC AFFAIRS
  - 1.2.1 Create opportunities for students to transition between courses that support student success
  - 1.2.2 Pilot adaptive learning course for DVS math
  - 1.2.3 Pilot a Co-requisite ENG/RDG course
  - 1.2.4 Utilize SCMC as an alternative entry point into Advanced Manufacturing and Engineering Technology Programs

- 1.2.5 Design a system whereby first time students successfully complete at least 6 college level credits by the end of the first term and 15 college level credits by the end of the first year
  - 1.2.6 Allow for exit points for students through stackable credentials
  - 1.2.7 Implement recommendations from the Flexibility Task Force into all courses
  - 1.2.8 Implement multiple measures for academic placement
  - 1.2.9 “Redesign” courses/programs experiencing low enrollment and/or success
3. Provide the most effective academic support and career development services available to improve student outcomes - VICE PRESIDENT FOR ACADEMIC AFFAIRS
- 1.3.1 Create opportunities for work-based learning experiences (Apprenticeships, job shadow, SCWE, meaningful part-time employment, etc.)
  - 1.3.2 Provide students/graduate with skills necessary for achieving employment (ex. - College Central Network, LinkedIn, resume writing, interviewing skills)
  - 1.3.3 Develop a student success course required for all first time college students (Incl. full program plan, choosing a pathway, connecting to college, meeting with advisor, career assessment)
  - 1.3.4 Reinforce COL study skills across all curriculums
  - 1.3.5 Trigger interventions based on student behavior and/or faculty input
4. Provide adequate financial resources to students to improve student outcomes – VICE PRESIDENT FOR STUDENT SERVICES
- 1.4.1 Increase scholarships to students
  - 1.4.2 Review the current method of tuition/fee payment
5. Provide funds in support of effective academic initiatives – VICE PRESIDENT FOR BUSSINESS AFFAIRS
- 1.5.1 Utilize the unit planning process to support new opportunities to improve student success
6. Identify and implement the necessary technologies to support faculty, staff, and students – VICE PRESIDENT FOR BUSSINESS AFFAIRS
- 1.6.1 Develop processes/procedures for integrating mobile devices into instruction
  - 1.6.2 Effectively use D2L to maximize student access and success
  - 1.6.3 Research/pilot adaptive leaning to individualize classroom instruction
  - 1.6.4 Participate in the Ellucian action planning process
  - 1.6.5 Identify software solutions to automate college business processes
  - 1.6.6 Offer self-service resources to reduce advisor workload
7. Provide reliable and valid qualitative and quantitative data to create a culture of continuous improvement - VICE PRESIDENT FOR ACADEMIC AFFAIRS
- 1.7.1 Identify Mission Metrics, College Wide and/or Departmental Metrics to measure continuous improvement
  - 1.7.2 Make data easily accessible for all employees
  - 1.7.3 Identify data points faculty/staff should know
  - 1.7.4 Improve analysis of data
8. Foster the development of workforce and social skills needed for today’s diverse workplace – VICE PRESIDENT FOR STUDENT SERVICES
- 1.8.1 Continue implementation of the QEP

9. Promote student leadership and provide opportunities for leadership development - VICE PRESIDENT FOR ACADEMIC AFFAIRS
    - 1.9.1 Provide opportunities for students to participate in student leadership conferences
    - 1.9.2 Incentivize membership into Phi Theta Kappa
  10. Provide extra-curricular and co-curricular activities that promote self-reliance, social justice, civic engagement, intercultural competence and economic development – VICE PRESIDENT FOR STUDENT SERVICES
    - 1.10.1 Launch the “Social Justice Film Series”
    - 1.10.2 Continue student engagement activities throughout fall and spring semesters
- 2. Align college processes that promote growth and improve our ability to meet the needs of employers and prepare students for transfer**

**College Strategies 2017 - 2022**

1. Create a mission driven culture by effectively attracting/retaining students through: utilization of data, cultivation of relationships, and establishment of partnerships in the community - DEAN OF DEVELOPMENT AND MARKETING
  - 2.1.1 Create a marketing strategy for Middle College students/parents focused on BS/BA attainment
  - 2.1.2 Develop a marketing strategy for high school students who have completed requirements for graduation
  - 2.1.3 Utilize case management to maximize student enrollment
  - 2.1.4 Review/revise the current orientation model for incoming students
  - 2.1.5 Create a marketing strategy for working adults associated with companies that offer tuition reimbursement
  - 2.1.6 Create opportunities for campus visits for prospective students
2. Create a mission driven culture by effectively retaining students through: engagement, effective advisement, counseling services, and outreach activities. – VICE PRESIDENT FOR STUDENT SERVICES
  - 2.2.1 Review the current advising model and identify opportunities to maximize student engagement with faculty/student services staff
  - 2.2.2 Review first year experience activities and make recommendations for implementation
  - 2.2.3 Require a student success course for all first time in college students
  - 2.2.4 Effectively advise students who are not admitted into competitive health care programs
  - 2.2.5 Create a marketing strategy for students with previous credits, but who have not completed a credential
  - 2.2.6 Encourage students to enroll in 15 semester credit hours per semester
3. Support enrollment management efforts through the College website, data analytics, social media and appropriate community publications - DEAN OF DEVELOPMENT AND MARKETING
  - 2.3.1 Effectively market academic programs through: videos, pictures, concept maps
  - 2.3.2 Effectively utilize the website to market meaningful aspects of academic program
  - 2.3.3 Organize pathways by meta-major (tech and transfer) aligned with further education
  - 1.3.4 Consistent marketing materials across all mediums (Print, billboard, web) – “Find your Passion at OCtech”

4. Increase relationships with community partners through the Foundation and through marketing efforts - DEAN OF DEVELOPMENT AND MARKETING
    - 2.4.1 Grow the Funding Futures annual giving campaign
    - 2.4.2 Extend invitations to donors for on-campus events
    - 2.4.3 Support the Advanced Manufacturing Consortium
  5. Increase relationships with college's educational partners - VICE PRESIDENT FOR ACADEMIC AFFAIRS
    - 2.5.1 Offer opportunities for curriculum alignment with HS math and ENG teachers
    - 2.5.2 Offer the Guidance Counselor Leadership Institute throughout the OCtech service area
    - 2.5.3 Continue/Establish programmatic relationships with the college's 4-year colleges/university
  6. Ensure clear pathways for the attainment of educational goals - VICE PRESIDENT FOR ACADEMIC AFFAIRS
    - 2.6.1 Identify meta-majors for the college's academic programs
    - 2.6.2 Ensure alignment of program learning outcomes through scaffolding of course learning outcomes
    - 2.6.3 Ensure all students are in a pathway/meta-major
    - 2.6.4 Align academic programs pathways with further education
    - 2.6.5 Identify program milestones and key courses for each academic program
- 3. Create an organizational environment of engaged and qualified employees who are effective, efficient, and committed to future growth.**

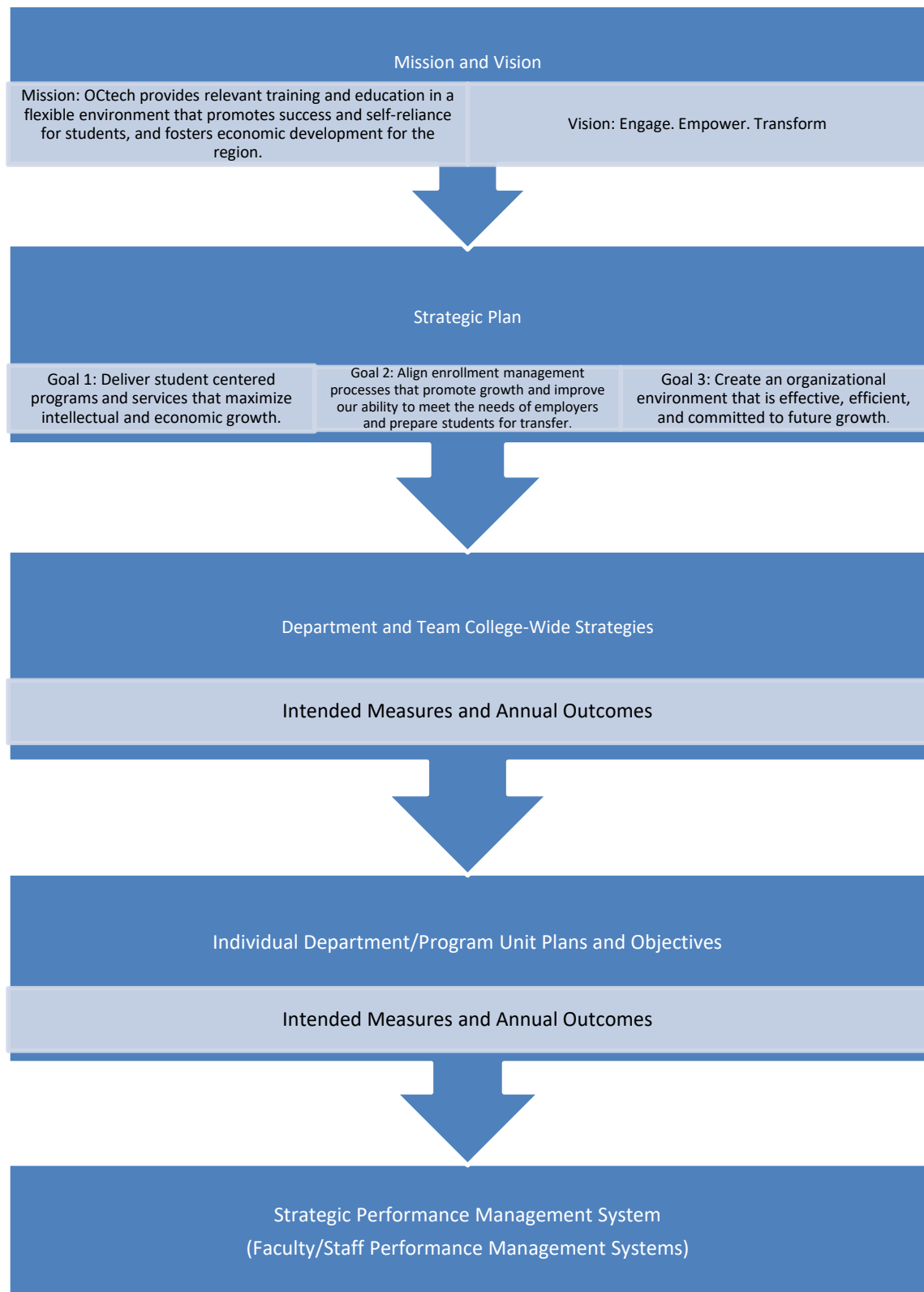
**College Strategies 2017 - 2022**

1. Provide professional development focused for faculty/staff needed to support student success - VICE PRESIDENT FOR ACADEMIC AFFAIRS
  - 3.1.1 Conduct a needs analysis for faculty and staff to determine meaningful opportunities for professional growth
  - 3.1.2 Develop a professional development plan for faculty/staff aligned with achieving the mission of the college
2. Provide growth opportunities for faculty and staff who demonstrate a commitment to the college, to the success of students, and to one another –VICE PRESIDENT FOR BUSSINES AFFAIRS
  - 3.2.1 Create a Faculty Promotion and Tenure system
  - 3.2.2 Develop a reward/recognition program for all employees
  - 3.2.3 Establish behavioral characteristics for all employees
3. Maintain a safe and secure environment for employees, students, and visitors –VICE PRESIDENT FOR BUSSINES AFFAIRS
  - 3.3.1 Conduct periodic emergency drills to ensure awareness of emergency procedures
  - 3.3.2 Utilize a communication system for emergency notification



4. Provide students with teaching practices that reflect research based pedagogical best practice – VICE PRESIDENT FOR ACADEMIC AFFAIRS
  - 3.4.1 Assemble key faculty to study and make recommendations regarding best practices for instruction
  - 3.4.2 Integrate Quality Matters Standards into online instruction
  - 3.4.3 Establish inquiry based teams of faculty to promote research based pedagogical best practice
  - 3.4.4 Review/Implement the SAMR model to effectively infuse technology into instruction
5. Provide for effective utilization of space and facilities – VICE PRESIDENT FOR BUSSINES AFFAIRS
  - 3.5.1 Periodically review course schedules
  - 3.5.2 Begin construction of the Health Sciences/Nursing building
  - 3.5.3 Complete the Industrial Technology Master Planning study
  - 3.5.4 Create space for relocating the Student Success Center in the library
6. Ensure open and transparent communication throughout the college and the community – VICE PRESIDENT FOR BUSSINES AFFAIRS
  - 3.6.1 Provide weekly updates from the President’s office
  - 3.6.2 Provide Area Commission materials on the college’s Portal site
  - 3.6.3 Create opportunities for constructive feedback amongst the college community
7. Create opportunities for collegiality and partnerships – VICE PRESIDENT FOR BUSSINES AFFAIRS
  - 3.7.1 Utilize college gatherings to encourage a culture of engagement
  - 3.7.2 Utilize faculty and staff councils to build a sense of community
8. Effectively prepare for pending retirements and for grant positions coming to a close – VICE PRESIDENT FOR BUSSINES AFFAIRS
  - 3.8.1 Provide opportunities for advancement through leadership development programs
  - 3.8.2 Be proactive in recruiting qualified candidates for vacant positions
9. Raise the college’s profile through multiple mediums in the service area, the state, and throughout the United States – DEAN OF DEVELOPMENT AND MARKETING
  - 3.9.1 Encourage faculty and staff to present at national, regional, and state conferences
  - 3.9.2 Develop and distribute the “OCtech magazine”
  - 3.9.3 Develop divisional brochures that reflect positive aspects of the college’s academic programs
10. Cultivate the relationship with past, present, and future donors – DEAN OF DEVELOPMENT AND MARKETING
  - 3.10.1 Utilize the Funding Futures annual campaign to increase the donor base and into contributions to the foundation
  - 3.10.2 Utilize fund raising events to foster cultivation with the community
  - 3.10.3 Utilize naming rights to recognize major gifts provided to the Foundation

The following diagram represents the planning process and its relationship to unit and individual efforts:



## D. Educational Program Planning and Assessment

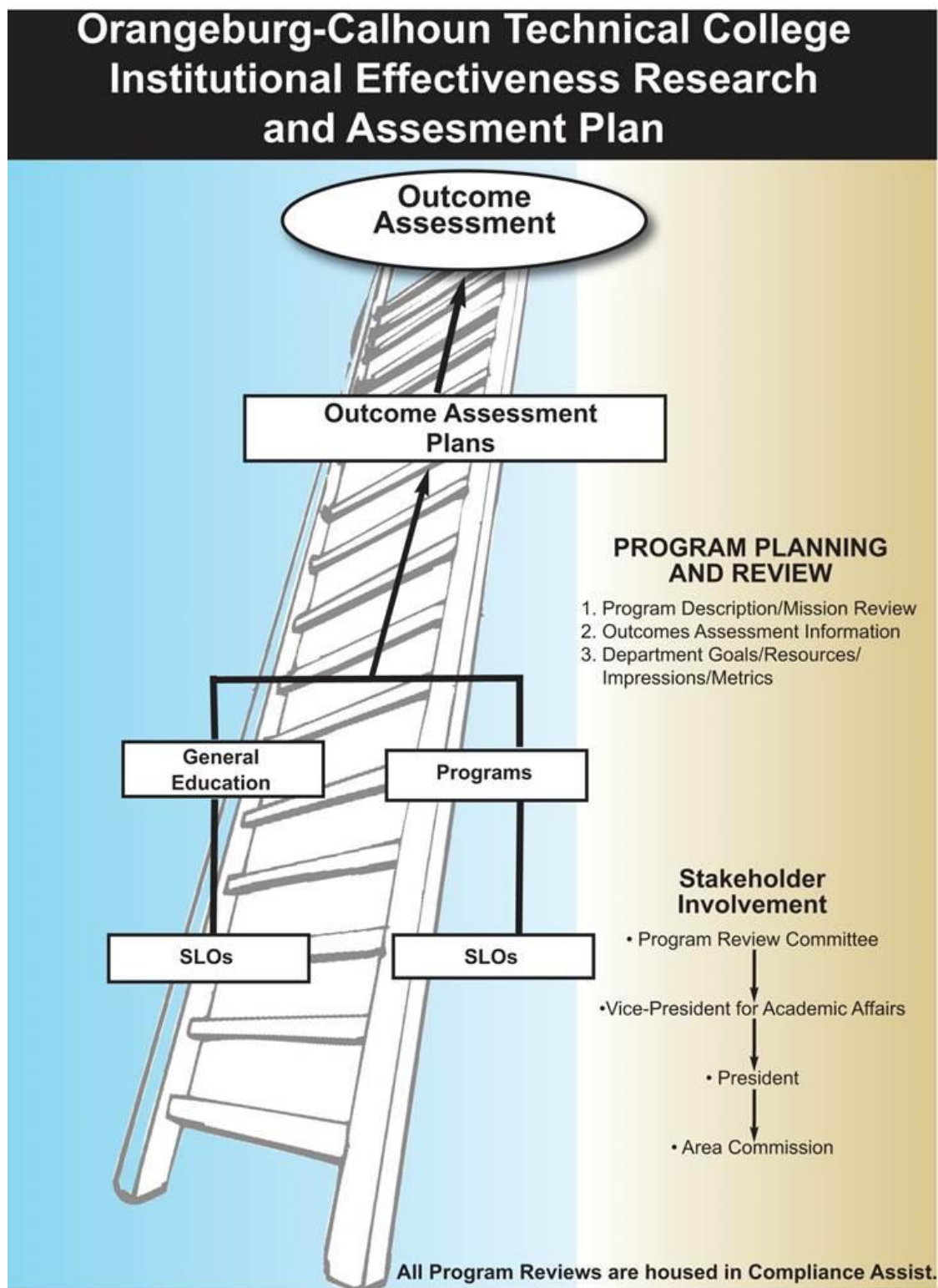
### Quality of Education Programs

**Institutional:** The College evaluates student learning at the institutional, program and course levels. All associate degrees at OCtech require the completion of a core of general education courses to ensure that all graduates have demonstrated both communication and critical thinking skills. Students are assessed upon exiting their highest general education course in their approved general education curriculum. The College then assesses their application of these skills in subsequent course work and on a nationally normed instrument for a representative sample of graduates. Faculty use multiple measures to assess the College General Education Students Learning Outcomes in advanced, technical and transfer work courses. However, beginning this year, a faculty developed rubric will also be used to evaluate a capstone course, project, or extended learning opportunity in each program. The following General Education Student Learning Outcomes have been identified by OCtech faculty and staff.

#### **General Education Core Competencies**

- A. Create and comprehend written communications.
- B. Listen for understanding and express views orally.
- C. Use a variety of critical thinking skills to evaluate and solve problems.
- D. Have research skills necessary to locate, analyze, and synthesize information.
- E. Understand contemporary social values.

**Program:** Each associate degree program and its related certificates undergo a multi-pronged program review process designed to give a holistic assessment of the program. The assessment plan identifies the broad discipline specific student learning outcomes that program completers should master, as well as strategies for collecting evidence of this learning. The College assesses academic programs on a three-year cycle. In addition, the College reviews data annually that provides information on the overall status of its academic programs in accordance with the State Board for Technical and Comprehensive Education's Annual Program Evaluation, which now includes a Performance Funding formula. The three-year program planning and review process is illustrated in the following diagram:



Each associate degree program also undergoes a DACUM (Developing A Curriculum) validation process using area technical practitioners. The student learning outcomes that are identified, along with licensure, accreditation, and credential performance criteria inform the course and program development process.

**Course:** All OCtech courses identify student learning objectives in the course syllabi. Standardized syllabi are maintained online through the office of the Vice President of Academic Affairs, and faculty post their individual outlines on Campus Cruiser. Assessment methods vary by discipline, but many programs rely on department finals, licensure, and/or capstone course projects to assure uniform course content and instructor expectations. Academic managers also regularly review grade distributions for all courses as an indicator of institutional consistency. Student success data by course is available online in the College's data management system (Informer), available to all faculty and staff. Every course undergoes a Student Evaluation of Instruction (SEI) which is performed each semester in every course. The College's IE office compiles the surveys and distributes the results to deans and the Vice President of Academic Affairs. The data is used for course and program improvement.

**Student Learning Support:** OCtech has been a Leader College in the *Achieving the Dream* Program. In its seventh year of the program and follow-up, OCtech faculty continues to conduct focus groups, examine data, and set goals in the hope of accomplishing the following for all students:

- Improve the student completion rates in all courses;
- Improve the success rates of students in remedial courses;
- Have students enroll in and successfully complete gatekeeper courses;
- Persist from one semester to the next;
- Successfully complete degrees and/or certificates.

**Evaluation of Off-Campus Sites:** Each academic dean works with the Institutional Effectiveness staff to ensure that any course offered at an off-campus site undergoes the same process of evaluation as all other courses at the College. The IE staff collects and analyzes SEI data and shares the results with the deans, who in turn disseminate the results to programs and faculty. All dual credit courses offered by the College undergo the same IE process. SEIs are conducted for all faculty, including adjuncts.

**Instructional Results:** Division deans and program coordinators conduct periodic classroom observation of full-time and part-time faculty members to ensure instructional quality. All full-time faculty are required to undergo a peer observation as part of their annual performance review.

**Evaluation of On-Line Learning:** All aforementioned quality control measures (student learning objectives, course review, student evaluation of instruction, etc.) for standard in-class course and program offerings are applicable to their counterparts in the online college. However, additional control processes are in place for online offerings. For each online course, content

development and course structure follow a standardized format for learning effectiveness. Course development and review is conducted with the assistance of the Dean of Online College. Each faculty member who teaches the course uses this reviewed and approved version. Program coordinators or content instructors review the courses each year and make needed adjustments. Student evaluations in each course are conducted three times over the duration of each time that the course is offered: at the beginning, middle, and end. These evaluations are designed to provide needed feedback for improvement while the course is actually taking place. This process has resulted in significant improvement in online course success.

E. General Education Planning and Assessment:

As an institution of higher education, Orangeburg-Calhoun Technical College embraces the philosophy that a well-educated person understands multiple perspectives about the individual and the world in which he or she lives; discusses and reflects upon individual, political, and social aspects of life so as to understand ways in which to exercise responsible citizenship; and integrates knowledge and understands the interrelationship of the disciplines.

The general education component in OCtech degree programs (AA, AS and AAS) is comprised of college-level courses, approved by a cross disciplinary faculty (Curriculum Committee) that present a breadth of knowledge and promote intellectual inquiry. There are at least 15 semester credit hours drawn from the humanities/fine arts courses, social/behavioral science courses and natural science/mathematics courses included in every degree program offered. General education competencies are embedded into the courses and assessed directly and indirectly. General Education Assessment includes the following levels of assessment:

- Exit from highest general education course
- Program level assessment in designated courses
- Nationally normed assessment of a representative sample of graduates
- Assessment in a capstone course, project, or extended opportunity using a faculty developed rubric

The result of general education assessments is compiled annually and inform the planning process for general education offerings, as well as program offerings.

F. Operation/Support Unit Planning and Assessment:

Operation support planning units are defined at Orangeburg-Calhoun Technical College as those units who have primary control over daily operational administrative activities and primary responsibility for budgeting, hiring, and allocation of resources and efforts. Academic and Student Support Services planning units are defined as those units which include activities such as career development, advising, tutoring, financial aid and student activities. Community/public service planning units are defined as those units which primarily focus on community needs through continuing education and cultural and intellectual outreach.

Data collection for assessments of these units is facilitated by the Office of Institutional Effectiveness, Research and Assessment. However, each unit is responsible for unit plan development, annual metrics, and annual assessments of those metrics.

**Unit Planning Process-One Year Cycle and Timeline:**

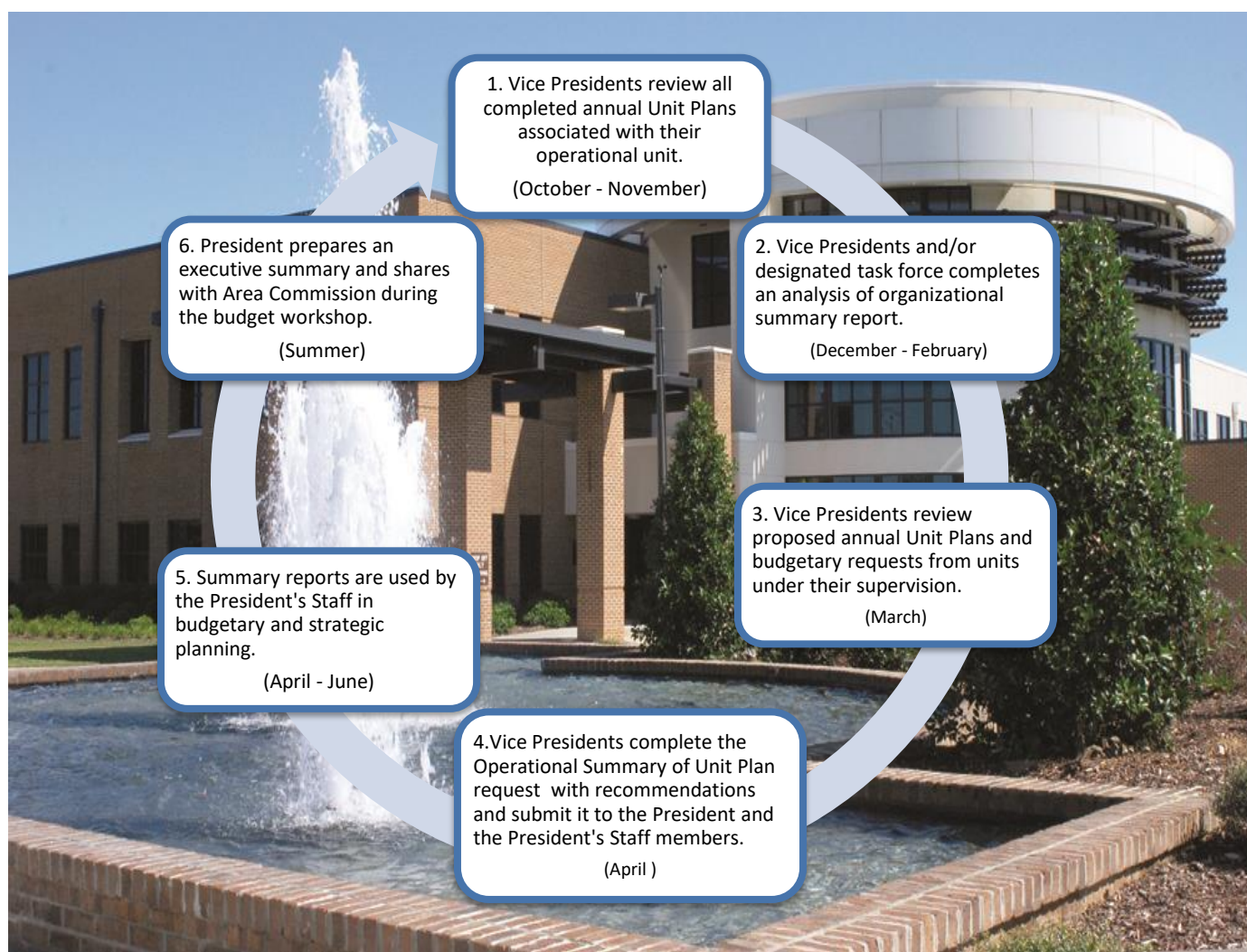




G. Operational Plan and the Relationship for Budgeting:

OCtech's operational plan describes how each operational unit will conduct its business in fulfillment of the College's mission, values, and priority goals, as well as how each unit can improve the institution through department-level actions. The annual operational plan also provides the framework for appropriate budgeting and hiring decisions in the context of the mission. The operational plan takes the form of annual Unit Plans and Program Operating Budget Development and is housed in **Compliance Assist**.

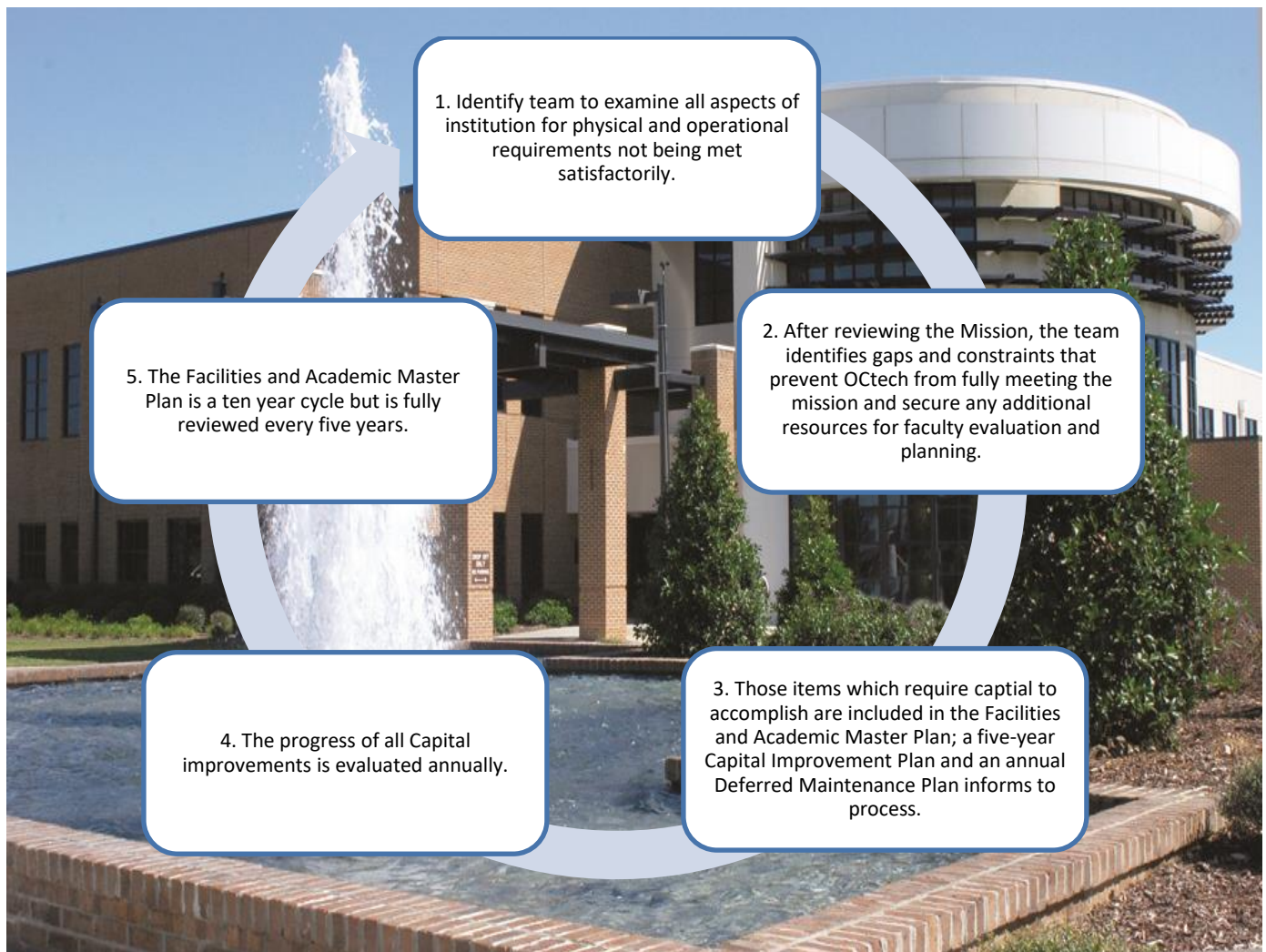
Operational Planning- One Year Cycle:





## H. Facilities Master Planning:

Facility planning occurs in ten-year cycles with interim reviews every five years. For each planning review, an institution-wide team is formed to examine all aspects of college operations from the perspective of physical and operational requirements. Focusing on OCtech's need to fulfill its mission and goals, the team identifies all gaps and constraints that prevent OCtech from optimally meeting its mission, as well as any opportunities that can be pursued through facility development. The College uses the facility master plan to allocate capital toward the projects that will have the greatest impact on meeting institutional goals. The master plan serves as a multi-year reference to keep institutional priorities focused on achieving the mission.



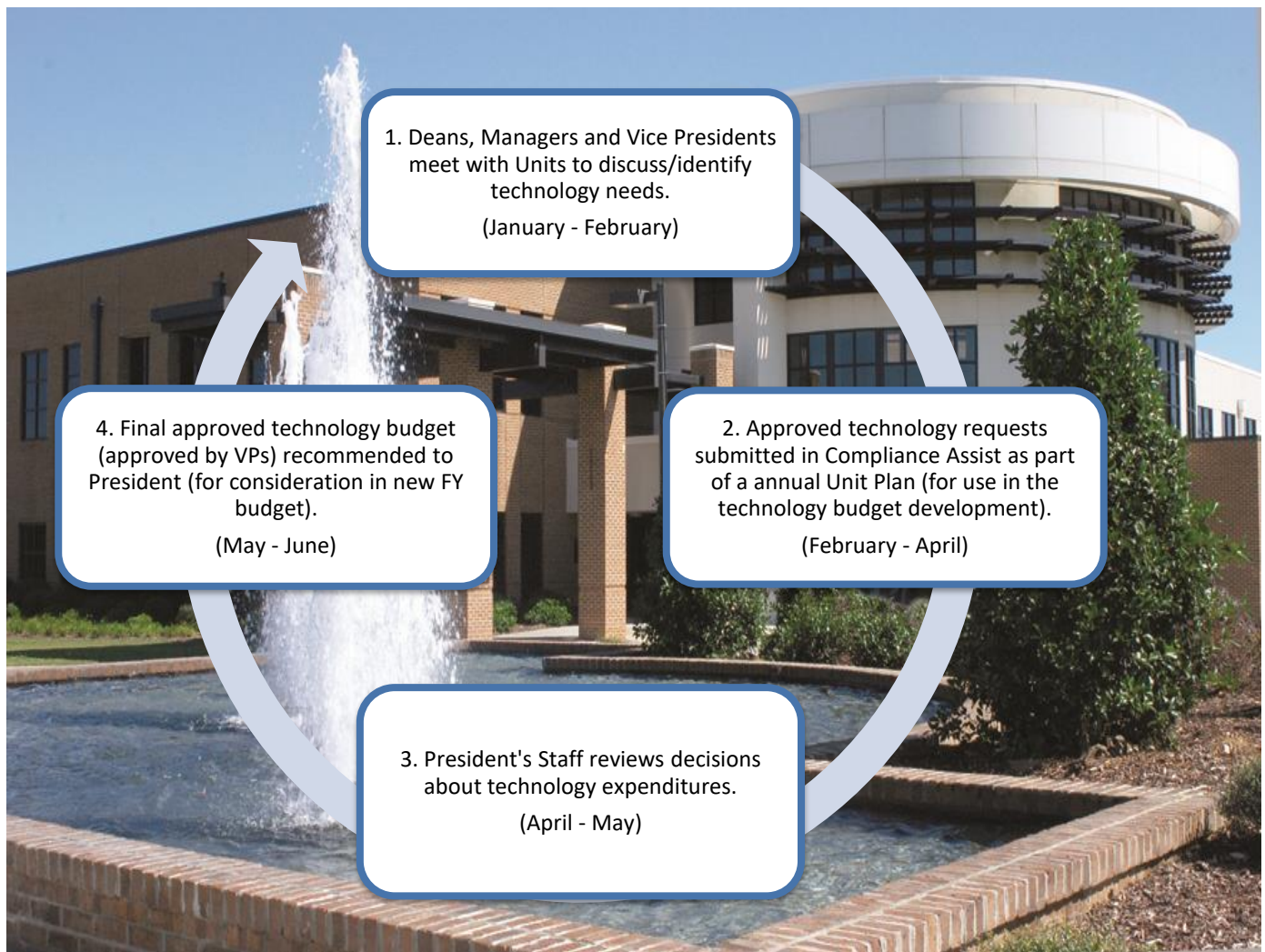
## I. Final Budget Planning:

Final budget planning at OCtech is integrated with strategic, operational, and facilities planning. Annual budget development is informed by the OCtech mission, the strategic planning priority goals, and the initiatives identified through operational unit plans. Long-term budget planning is also informed by the mission and goals, as well as the overarching priority of maintaining financial strength and good fiscal stewardship.



J. Technology Planning:

Technology planning must start from the perspective of what the College expects technology to provide and how the objectives may be achieved within the limits of available funds. The College's annual technology budget plan outlines the strategy for distributing all funds towards satisfying Orangeburg-Calhoun Technical College's computer-based information technology needs. The College provides money for hardware, software, and infrastructure needs. Information technology is used to help fulfill the Orangeburg-Calhoun Technical College mission by contributing to instructional delivery, curriculum development, administrative efficiency, and employee growth.

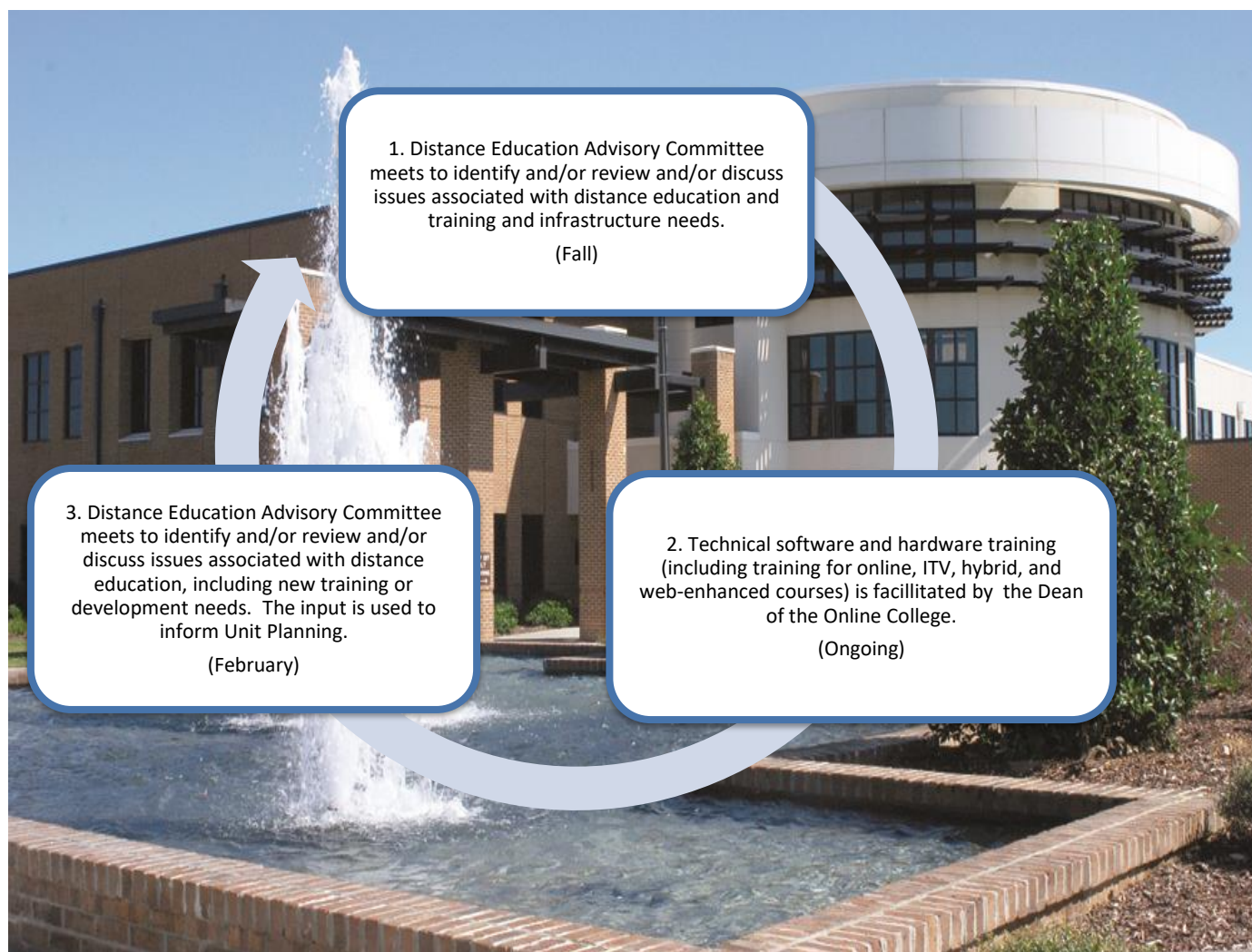




K. Distance Education Planning:

Distance Education planning works to ensure quality distance education courses. The Distance Online Education Plan provides a blueprint of the services that are evaluated and reviewed annually to address the unit's stated goals and objectives. A unit plan is formally submitted through **Compliance Assist**. The planning cycle for the Unit Plan development is the same for distance education as it is for all college units.

The Dean of the Online College uses the College's Distance Education Advisory Committee to facilitate planning. The following diagram illustrates the committee's role in planning.



L. Campus Safety and Security and Emergency Management Planning:  
Orangeburg-Calhoun Technical College develops, implements and maintains an annual campus safety, security, and emergency management Unit Plan. Personnel establish procedures to help ensure the continuity of the College operations. The intent of the plan is to establish operational concepts and identify tasks and responsibilities required to carry out emergency management and recovery, as well as prevention.

**Campus Safety and Security (Emergency Management-Business Continuity) Planning Cycle:**



## VII. Annual Academic Assessment Calendar

### Required Updates in Compliance Assist Planning Module

Date	Action	Responsible
July 15	Copy over Program SLO and Gen Ed SLO statements into upcoming academic year	Leah Jones
September 15	SLO, Gen Ed SLO, QEP SLO, and Unit Plan results entered into system	Program Coordinators, Deans, Department Mangers
November 1	Key Metrics results for previous academic year updated on IE website and in Compliance Assist	Connie Hoffman, Leah Jones
February 15	Key Metrics forms copied into current academic year	Leah Jones
February 15	Unit Plan statements and Budget Requests completed for next academic year	Program Coordinators, Deans, Department Managers
April 15	Finalize and add Approval Status for next academic year Unit Plans	VPs, Leah Jones
June 1	Add 3 semesters of program data into Planning Module so faculty will have necessary information for Faculty Evaluations	Connie Hoffman, Leah Jones

**Please Note:** Program Coordinators should refer to the IE Handbook to view the Program Review Cycle.

**Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan**

**VIII. Institutional Performance Measures/ Outcomes /Targets:  
Major Academic Affairs Metrics 2017-18 through 2021-22**

<b>Metric</b>	<b>2014-2015 Goal</b>	<b>Baseline Year</b>	<b>Baseline</b>	<b>Current Year</b>	<b>Current</b>	<b>Comments</b>
Enrollment	3200 (College Goal)	2016-2017	2632	2017-18 (Fall)	2,497 (Opening)	Goal represents a 6% increase in enrollment; Deans each have a Division enrollment goal based on this 6%. Divisions will set their own program enrollment targets.
Placement	Maintain current placement performance; Minimum Criteria 80%* (System Performance Funding Goal)	2016-17 (2015-2016)	93.12%	2017-18 (SU17, FA16, SP17)	92.75%	Placement reported one year later in to gather placement data 6 months out. Data is available down to the program level.
Licensure Exam Rate	Exceed state or national average, whichever is higher; Minimum Criteria: 80%* (System Performance Funding Goal)	April 2016 - March 2017	93.56%	April 2017 - March 2018	94%	Reporting period for licensure is April 1 – March 30 each year. Note: This data does not cover students who take licensure exams at the end of Spring semester of a reporting year. Data is available down to the program level.
Persistence	71%* (System Performance Funding Goal)	2016-17	74.10%	2017-18 AY (2016-17 Report Yr)	66.19%	All students who persist, Fall to Spring (minus December graduates.) Data is available down to the program level.
Number of Credentials Awarded	Increase number of both credentials and unduplicated credentials (graduates) by 3%.	2016-17	<b>711</b> credentials awarded <b>599</b> unduplicated credentials (graduates)	2017-18 (SU16, FA16, SP17)	<b>*707</b> credentials awarded <b>601</b> unduplicated credentials (graduates)	The College hopes to improve this number through administrative graduation and reverse transfer initiatives. Data is available down to the program level.
Student Learning Outcomes	Program will meet 75% of SLOs or improve performance by 3% per year.	2016--17	87.18%	2017-2018	88.72%	Program Coordinators will report their performance for each program and stand-alone certificate in Compliance Assist.
WorkKeys	50% of graduates tested will earn a WorkKeys National Career Readiness Certificate (General Education Requirements)	2016-17	32.38.% (194) Gold 51; Silver 117; Bronze 26	2017-18 based on 2017su, 2017fa and 2018sp graduating seniors who receive a Career Readiness Certificate	32.2% (194 tested) Platinum 40; Gold 73; Silver 61; Bronze 20	This measure will be used for both General Education Student Learning Outcome documentation and may be used for QEP purposes.

^Pending Data

\*\*Pending State Tech Verification

# Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

MAT 031	Maintain or improve student success rates. Program personnel to recommend improvement goal.	Fall 2016	50%	Fall 2016	39.73%	DVS personnel have made dramatic improvements in student success. Initiatives to make further improvements may focus on such things as increased flexibility and alternative delivery options.
MAT 032	Maintain or improve student success rates. Program personnel to recommend improvement goal	Fall 2016	71.23%	Fall 2016	54.36%	DVS personnel have made dramatic improvements in student success. Initiatives to make further improvements may focus on such things as increased flexibility and alternative delivery options.
ENG 031	Maintain or improve student success rates. Program personnel to recommend improvement goal	Fall 2016	57.33%	Fall 2016	45.80%	DVS personnel have made dramatic improvements in student success. Initiatives to make further improvements may focus on such things as increased flexibility and alternative delivery options.
ENG 032	Maintain or improve student success rates. Program personnel to recommend improvement goal	Fall 2016	53.68%	Fall 2016	46.60%	DVS personnel have made dramatic improvements in student success. Initiatives to make further improvements may focus on such things as increased flexibility and alternative delivery options.
RDG 031	Maintain or improve student success rates. Program personnel to recommend improvement goal	Fall 2016	55.56%	Fall 2016	42.50%	DVS personnel have made dramatic improvements in student success. Initiatives to make further improvements may focus on such things as increased flexibility and alternative delivery options.
RDG 032	Maintain or improve student success rates. Program personnel to recommend improvement goal	Fall 2016	59.74%	Fall 2016	50.40%	DVS personnel have made dramatic improvements in student success. Initiatives to make further improvements may focus on such things as increased flexibility and alternative delivery options.

Source: Grade Distribution Report from Informer

\* Pending State Tech Verification

π Programs Scoring Below Target Metric should plan for 3% improvement per year.



**IX. Integrated Planning Timeline**

**INSTITUTIONAL EFFECTIVENESS 2018-2019 CALENDAR**  
**2018 FALL**

MONTH/YEAR	ACTIVITY
<b>Program Review Data and Faculty <i>Compliance Assist</i> Updates</b>	
<b>SLO (Student Learning Outcomes) Assessment</b>	
<b>SACS Faculty Loading Report</b>	
<b>Adjust Current Fiscal Year Unit Plan</b>	
<b>GAINFUL EMPLOYMENT</b>	
<b>Program Reviews—Due 2018fa</b> <b>CIT.TRUCK; CHS.EMT; DAS. MOA, DAS. PN</b>	
<b>DACUMs—Due Fall 2018</b> <b>AAS.RAD; AAS.MTT</b>	
<b>Beginning of each semester</b>	Update Add Accepted, Student, and Faculty emails
<b>Beginning of each month</b>	Patches updated to Datatel
<b>1<sup>st</sup> &amp; 15th of each month</b>	HR Extractions
<b>Around 5<sup>th</sup> of each month</b>	Salary Fringe
<b>Weekly (Tuesday)</b>	Library Extractions
<b>Weekly (Friday)</b>	SC Track Academic Course Equivalency
<b>AUGUST 2018</b>	<b>Sample of Grad Emp. Verification for JCERT</b>
Aug 15	CERS: CE Spring DUE
Aug 15	<b>Interim Report ABA (American Bar Association) Due</b>
Aug 18	UPDATE (Informer) Advising Staff Daily Accept-Spring
Aug 24	Clearinghouse 2018FA First of Term
<b>Aug 20-December 13</b>	<b>FALL 2018 SEMESTER</b>
Aug 20	Begin of 2018FA semester
<b>SEPTEMBER 2018</b>	
	SLO-General Education, SLO and Unit Plans results entered in Compliance Assist
	Complete Annual Unit Report for last fiscal year
Sept 6 – Oct 18	<b>IPEDS: Institutional Characteristics; Completions; 12-month Enrollment (beginning)</b>
Sept 8	CERS: Begin work on Completions
<b>Sept 10</b>	<b>Run query to end Advisor-production.sql for Summer 2017 advisees</b>
Sept 12	CHE: 2018su (CHE A, B, C)
Sept 14	Peterson's Report
Sept 15	<b>SLO, Gen ED SLO, QEP SLO, and Unit Plan results entered into system</b>
Sept 15	Online Course Assistance Survey I
Sept 15	CERS: Completions-Due Date
Sept 15	Accreditation Council for Business Schools and Programs (ACBSP) Quality Assurance Report Due
Sept 15	State Agency Accountability Report (Baldrige)
Sept 17	CERS: Begin work on ending Summer
Sept 28	Clearinghouse Sub of Term 1
Sept. 29 – Aug 31	Student Perkins IV Grant Survey
Sept 30	IE Website Updates
<b>OCTOBER 2018</b>	
	Update to Program Reviews in Compliance Assist

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

	OCtech College Survey of Information Technology, Physical Plant, and Public Safety
	OCtech Library/Health Science Media Survey for Students
<b>OCTOBER 2018-cont'd</b>	OCtech Library/Health Science Media Survey
	Services to Students Survey
	Faculty/Staff Survey of College Services to Students
	New Student Advising Center Survey
	Continuing Student Academic Advising Survey
Oct 1	CERS: Being work on opening Fall
Oct 1	Opening Dual Enrollment
Oct 11	CHE Abatement submission—(2 <sup>nd</sup> Fri-Oct)
Oct 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Spring
Oct 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Spring
Oct 13	Update Informer SP Reports (016_Advisee_View) Active Advisee/All Active Advisee and Registration Report
Oct 15	CERS: End summer/Open fall Due Date
Sept 3 – Oct 15	IPEDS: Institutional Characteristics; Completions; 12-month Enrollment (end)
Oct 21	Informer Updates for Daily Reports
Oct 22	End Advising Relations (Advisees not here for three semesters)
Oct 26	Clearinghouse Sub of Term 2
Oct 26	Online Course Assistance Survey II
Oct 28	IE Website Updates
<b>NOVEMBER 2018</b>	
	<b>OCtech Employer Follow-up Survey</b>
	<b>Key Metrics Updated on IE website and in Compliance Assist</b>
	<b>Program Review Data Review Retreat</b>
	<b>Proposed ABET (Accreditation Board for Engineering and Technology) Site Visit</b>
Nov 1	CERS: Begin work on Faculty
Nov 1	Key Metrics results for previous academic year updated on IE website and in Compliance Assist
Nov 1	Title 3 and 5 Application Due
Nov 8	CERS: Begin work on CE Summer
Nov 13	Advisory Committee Meeting and Evaluations
Nov 15	CERS: CE Summer-Due Date
Nov 15	FACT Book Completion
Nov 20	Perkins Annual Report
Nov 23	Clearinghouse Sub of Term 3
Nov 25	IE Website Updates
<b>DECEMBER 2018</b>	
Dec 1	End of semester Online Course Assistance Survey
Dec 1	CERS: Faculty-Due Date
Dec 7	WorkKey Data Pull
Dec 7-11	Fall 2018 Student Evaluation of Instruction
Dec. 13 – Feb 14	<b>IPEDS:</b> Student Financial Aid; Graduation Rates; 200% Graduations Rates, Admissions
Dec. 13– April 11	<b>IPEDS:</b> Fall Enrollment; Finance; Human Resource; Academic Library
Dec 13	End of 2018fa semester
Dec 16	IE Website Updates
Dec 18	Informer Updates and Clean-up
<b>DECEMBER 2018</b>	
Dec 18	Batch Evals for Graduation Percentage report

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

Dec 22	Clearinghouse End of Term
Dec 22	Clearinghouse for Transfer
Dec 30	PBI Annual Report
<b>End of each Semester</b>	Run XGPCT for all Programs –Closing CERS.
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from holding tank

# Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

## 2019 SPRING

MONTH/YEAR	ACTIVITY
<b>Program Review Data and Faculty <i>Compliance Assist</i> Updates</b>	
<b>SLO (Student Learning Outcomes) Assessment</b>	
<b>SACS Faculty Loading Report</b>	
<b>Program Reviews—Due 2019sp</b>	
<b>AA.ART; AS.SCI; CPS.AGR; AAS.ECE</b>	
<b>DACUMS—Due 2019sp</b>	
<b>AAS.AUT;</b>	
<b>Beginning of each semester</b>	Update Add Accepted, Student, and Faculty emails
<b>Beginning of each month</b>	Patches updated to Datatel
<b>1<sup>st</sup> &amp; 15<sup>th</sup> of each month</b>	HR Extractions
<b>Around 5<sup>th</sup> of each month</b>	Salary Fringe
<b>Weekly (Tuesday)</b>	Library Extractions
<b>Weekly (Friday)</b>	SC Track Academic Course Equivalency
<b>JANUARY 2019</b>	
Jan 7 –May 2	SPRING 2019 SEMESTER
Jan 7	Begin of Spring 2019 Semester
Jan 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Fall
Jan 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Summer
Jan 13	CHE reporting Fall 2017 (CHE A, B, C)
Jan 14	SACS Profile Report
<b>Jan 16</b>	<b>Run query to end Advisor-production.sql for Fall 2017 advisees</b>
Jan 18	Clearinghouse – First of Term
Jan 27	IE Website Updates
<b>FEBRUARY 2019</b>	
	Draft Proposal /next fiscal year plan
	Unit Plans and Key Metrics completed for next fiscal year (Copy)
	Develop Budget based on Assessment and Unit Plan Objectives
	OCtech College Survey of Information Technology, Physical Plant, and Public Safety
	OCtech Library/Health Science Media Survey for Students
	OCtech Library/Health Science Media Survey
	Services to Students Survey
	Faculty/Staff Survey of College Services to Students
	New Student Advising Center Survey
	Continuing Student Academic Advising Survey
Feb 6	IPEDS: Student Financial Aid
Feb 8	Online Course Assistance Survey I
Dec. 10 – Feb 11	IPEDS: Student Financial Aid; Graduation Rates; 200% Graduations Rates, Admissions
Feb 15	Unit Plan statements and Budget Requests completed for next Academic year
Feb 15	Key Metrics form copied into current academic year
Feb 15	CERS: Begin work on ending Fall
Feb 15	Clearinghouse – Subsequent of Term 1
Feb 26	IE Website Updates
Feb 27 – May 13	Unit Plan Updates to be submitted for approval
Feb 28	PBI Phase I

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

<b>MARCH 2019</b>	
Mar 1	CERS: Begin work on opening Spring
Mar 3	Informer Updates for Daily Reports
Mar 3 – July 15	Program Eval/DEW Data/ Job Placement
Mar 5-8	Spring Break
Mar 7	Title 3 & 5 Submissions
<b>Mar 9</b>	<b>Run query to end Advisor-production.sql for Spring 2018 advisees</b>
Mar 10 – 12	Budget Meeting w/Donna (Unit Plans need approval before any budget meeting)
Mar 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Summer/Fall
Mar 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Summer/Fall
Mar 18	End Advising Relations (Advisees not here for three semesters)
Mar 20	Program Evals/DEW Data/Job Placement
Mar 20 – April 12	Quarterly Budget Review
Mar 22	Clearinghouse – Subsequent of Term 2
Mar 23	Academic Unit Plans due to Donna
Mar 24	CHE-Dual Enrollment
Mar 26	IE Website Updates
Mar 27	Dual Enrollment
Mar 31	NAEYC (National Association for the Education of Young Children) Annual Report
<b>APRIL 2019</b>	
	Copy over SLOs into the next academic year
	Finalize Budget Requests
	Finalize Next Fiscal year Unit Plan
Dec. 10 – April 8	IPEDS: Fall Enrollment; Finance; Human Resource; Academic Library
April 8	CERS: Begin work on CE Fall
April 13 – May 16	Preparation for Area Commission Meeting
April 15-22	Spring 2019 Student Evaluation of Instruction
April 15	CERS: CE Fall-Due Date
April 15	Finalize and add Approval Status for next academic year Unit Plans
April 18	End of the Semester Online Course Assistance Survey
April 19	Clearinghouse Subsequent of Term 3
April 24	IPEDS: Fall Enrollment; Graduation Rates; 200% Graduations Rates; Finance; Human Resource
<b>MAY 2019</b>	
May 2	Make copies of DACUMs for each Graduating Curriculums
May 2	End of Spring 2019 Semester
May 7	Informer Updates and Clean-up
May 8	Batch Evals for Graduation Percentage report
May 13	Clearinghouse – End of Term
May 13	Clearinghouse for Transfer
<b>End of each Semester</b>	Run XGPCT for all Programs –Closing CERS.
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from holding tank

# Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

## 2019 SUMMER

MONTH/YEAR	ACTIVITY
<b>Program Review Data and Faculty <i>Compliance Assist</i> Updates</b>	
<b>SLO (Student Learning Outcomes) Assessment</b>	
<b>SACS Faculty Loading Report</b>	
<b>Gather data for Unit Plan Reporting</b>	
<b>Program Reviews—Due 2019su</b>	
<b>DACUMS—Due 2019su</b>	
<b>AAS.RES</b>	
<b>Beginning of each semester</b>	Update Add Accepted, Student, and Faculty emails
<b>Beginning of each month</b>	Patches updated to Datatel
<b>1<sup>st</sup> &amp; 15<sup>th</sup> of each month</b>	HR Extractions
<b>Around 5<sup>th</sup> of each month</b>	Salary Fringe
<b>Weekly (Tuesday)</b>	Library Extractions
<b>Weekly (Friday)</b>	SC Track Academic Course Equivalency
<b>MAY 2019</b>	
May 17	Budget due to Area Commission
May 20 – August 1	SUMMER 2019 SEMESTER
May 20	Begin of Summer 2019 Semester
May 24	Clearinghouse – Summer - First
May 25	Update Informer FA Reports ( <i>016_Advisee_View</i> ) Active Advisee/All Active Advisee and Registration Report
May 26	IE Website Updates
<b>May 30</b>	<b>Run query to end Advisor-production.sql for Spring 2018 advisees</b>
May 30	Online Course Assistance Survey I
<b>JUNE 2019</b>	
June	CHE reporting Spring 2019 (CHE A, B, C)
June 1	Perkins
June 1	Add three semesters of program data into Planning Module so faculty will have necessary information for Faculty Evaluations
June 14	Program Evaluation Data Validation Deadline – PEMS Closes
June 15	Department of Education – Military Service Support Survey
June 17--July 25	NCCBP (National Community College Benchmark Project) Data Entry
June 18	Informer Updates for Daily Reports
June 19	End Advising Relations (Advisees not here for three semesters)
June 20	Online Course Assistance Survey II
June 30	Clearinghouse – Summer - Subsequent
June 30	IE Website Updates
<b>July 2019</b>	
July 3	CERS: Begin work on ending Spring
July 11 - 15	Summer 2019 Student Evaluation of Instructions
July 13	End of Semester Online Course Assistance Survey
July 15	Copy over Program SLO and Gen Ed SLO statement into upcoming academic year
July 15	Program Evaluation (PEMS) Reports Due to System Office
June 17-July 25	NCCBP (National Community College Benchmark Project) Data Entry
July 17	CERS: Begin work on opening Summer
July 29	IE Website Updates
July 30	Batch Evals for Graduation Percentage report
July 31	CERS: End Spring Open Summer-Due Date

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

<b>August 2019</b>	
August 1	End of 2019su Semester
Aug 1	CERS: Start Continuing Education (CE) for Spring
Aug 5	Clearinghouse-Summer-End
Aug 5	Clearinghouse for Transfer
Aug 5	IPEDS: Student Financial Aid
Aug 5	IPEDS: (Registration, Report Mapping, Institution ID, IC-Header)
Aug 15	CERS: Continuing Education (CE) for Spring due
Aug 31	CERS: CE Spring-Due Date
<b>End of each Semester</b>	Run XGPCT for all Programs –Closing CERS.
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from holding tank
<b>End of Summer Semester</b>	Update Approved Programs Active and Inactive
	Updated Gainful Employment Listing with Contracted List
	Update and Publish 2019-2020 IE/IR Handbook

## INSTITUTIONAL EFFECTIVENESS 2019-2020 CALENDAR

## 2019 FALL

MONTH/YEAR	ACTIVITY
<b>Program Review Data and Faculty <i>Compliance Assist</i> Updates</b>	
<b>SLO (Student Learning Outcomes) Assessment</b>	
<b>SACS Faculty Loading Report</b>	
<b>Adjust Current Fiscal Year Unit Plan</b>	
<b>GAINFUL EMPLOYMENT</b>	
<b>Program Reviews—Due 2019fa</b>	
<b>CIT.TRUCK; CHS.EMT;</b>	
<b>DACUMs—Due Fall 2019</b>	
<b>AAS.CRJ</b>	
<b>Beginning of each semester</b>	Update Add Accepted, Student, and Faculty emails
<b>Beginning of each month</b>	Patches updated to Datatel
<b>1<sup>st</sup> &amp; 15th of each month</b>	HR Extractions
<b>Around 5<sup>th</sup> of each month</b>	Salary Fringe
<b>Weekly (Tuesday)</b>	Library Extractions
<b>Weekly (Friday)</b>	SC Track Academic Course Equivalency
<b>AUGUST 2019</b>	<b>Sample of Grad Emp. Verification for JCERT</b>
Aug 15	CERS: CE Spring DUE
Aug 15	<b>Interim Report ABA (American Bar Association) Due</b>
Aug 18	UPDATE (Informer) Advising Staff Daily Accept-Spring
Aug 24	Clearinghouse 2017FA First of Term
<b>Aug 19-December 12</b>	<b>FALL 2019 SEMESTER</b>
Aug 19	Begin of 2019FA semester
<b>SEPTEMBER 2019</b>	
	SLO-General Education, SLO and Unit Plans results entered in Compliance Assist
	Complete Annual Unit Report for last fiscal year
Sept 6 – Oct 18	<b>IPEDS:</b> Institutional Characteristics; Completions; 12-month Enrollment (beginning)
Sept 8	CERS: Begin work on Completions
Sept 12	CHE: 2017su (CHE A, B, C)
Sept 14	Peterson's Report
Sept 15	<b>SLO, Gen ED SLO, QEP SLO, and Unit Plan results entered into system</b>
Sept 15	Online Course Assistance Survey I
Sept 15	CERS: Completions-Due Date
Sept 15	Accreditation Council for Business Schools and Programs (ACBSP) Quality Assurance Report Due
Sept 15	State Agency Accountability Report (Baldrige)
Sept 17	CERS: Begin work on ending Summer
Sept 28	Clearinghouse Sub of Term 1
Sept. 29 – Aug 31	Student Perkins IV Grant Survey
Sept 30	IE Website Updates



## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

<b>OCTOBER 2019</b>	
	Update to Program Reviews in Compliance Assist
	OCtech College Survey of Information Technology, Physical Plant, and Public Safety
	OCtech Library/Health Science Media Survey for Students
	OCtech Library/Health Science Media Survey
	Services to Students Survey
	Faculty/Staff Survey of College Services to Students
	New Student Advising Center Survey
<b>OCTOBER 2019-cont'd</b>	
	Continuing Student Academic Advising Survey
Oct 1	CERS: Being work on opening Fall
Oct 1	Opening Dual Enrollment
<b>Oct 4</b>	<b>Run query to end Advisor-production.sql for Summer 2016 advisees</b>
Oct 11	CHE Abatement submission—(2 <sup>nd</sup> Fri-Oct)
Oct 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Spring
Oct 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Spring
Oct 13	Update Informer SP Reports (016_Advisee_View) Active Advisee/All Active Advisee and Registration Report
Oct 15	CERS: End summer/Open fall Due Date
Oct 15	CERS Distribution Files Due at State Tech
Sept 3 – Oct 15	IPEDS: Institutional Characteristics; Completions; 12-month Enrollment (end)
Oct 21	Informer Updates for Daily Reports
Oct 22	End Advising Relations (Advisees not here for three semesters)
Oct 26	Clearinghouse Sub of Term 2
Oct 26	Online Course Assistance Survey II
Oct 28	IE Website Updates
<b>NOVEMBER 2019</b>	
	<b>ACEN Reporting DUE—Along with ENR by FT/PT, ETH,GENDER &amp;GRAD</b>
	<b>OCtech Employer Follow-up Survey</b>
	<b>Key Metrics Updated on IE website and in Compliance Assist</b>
	<b>Program Review Data Review Retreat</b>
	<b>Proposed ABET (Accreditation Board for Engineering and Technology) Site Visit</b>
Nov 1	CERS: Begin work on Faculty
Nov 1	Key Metrics results for previous academic year updated on IE website and in Compliance Assist
Nov 1	Title 3 and 5 Application Due
Nov 8	CERS: Begin work on CE Summer
Nov 13	Advisory Committee Meeting and Evaluations
Nov 15	CERS: CE Summer-Due Date
Nov 15	FACT Book Completion
Nov 20	Perkins Annual Report
Nov 23	Clearinghouse Sub of Term 3
Nov 25	IE Website Updates
<b>DECEMBER 2019</b>	
Dec 1	End of semester Online Course Assistance Survey
Dec 1	CERS: Faculty-Due Date
Dec 7	WorkKey Data Pull
Dec 7-11	Fall 2017 Student Evaluation of Instruction
Dec. 13 – Feb 14	<b>IPEDS: Student Financial Aid; Graduation Rates; 200% Graduations Rates, Admissions</b>

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

Dec. 13– April 11	<b>IPEDS:</b> Fall Enrollment; Finance; Human Resource; Academic Library
Dec 12	End of 2019fa semester
Dec 16	IE Website Updates
Dec 18	Informer Updates and Clean-up
<b>DECEMBER 2019</b>	
Dec 18	Batch Evals for Graduation Percentage report
Dec 22	Clearinghouse End of Term
Dec 22	Clearinghouse for Transfer
Dec 30	PBI Annual Report
<b>End of each Semester</b>	Run XGPCT for all Programs –Closing CERS.
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from hold tank

Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

2020 SPRING

MONTH/YEAR	ACTIVITY
<b>Program Review Data and Faculty <i>Compliance Assist</i> Updates</b>	
<b>SLO (Student Learning Outcomes) Assessment</b>	
<b>SACS Faculty Loading Report</b>	
<b>Program Reviews—Due 2020sp</b>	
<b>AA.ART; AS.SCI; CPS.AGR; AAS.ECE; CB.LOGISTICS</b>	
<b>DACUMS—Due 2020sp</b>	
<b>AAS.BA.ENTMGT, AAS.BA.ACCOUNTING, AAS.ECD, AAS.IET, AAS.IET.ME, AAS.EDT</b>	
<b>Beginning of each semester</b>	Update Add Accepted, Student, and Faculty emails
<b>Beginning of each month</b>	Patches updated to Datatel
<b>1<sup>st</sup> &amp; 15<sup>th</sup> of each month</b>	HR Extractions
<b>Around 5<sup>th</sup> of each month</b>	Salary Fringe
<b>Weekly (Tuesday)</b>	Library Extractions
<b>Weekly (Friday)</b>	SC Track Academic Course Equivalency
<b>JANUARY 2020</b>	
Jan 13 –May 8	SPRING 2020 SEMESTER
Jan 13	Begin of Spring 2020 Semester
Jan 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Fall
Jan 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Summer
Jan 13	CHE reporting Fall 2017 (CHE A, B, C)
Jan 14	SACS Profile Report
<b>Jan 16</b>	<b>Run query to end Advisor-production.sql for Fall 2016 advisees</b>
Jan 18	Clearinghouse – First of Term
Jan 27	IE Website Updates
<b>FEBRUARY 2020</b>	
	Draft Proposal /next fiscal year plan
	Unit Plans and Key Metrics completed for next fiscal year (Copy)
	Develop Budget based on Assessment and Unit Plan Objectives
	OCtech College Survey of Information Technology, Physical Plant, and Public Safety
	OCtech Library/Health Science Media Survey for Students
	OCtech Library/Health Science Media Survey
	Services to Students Survey
	Faculty/Staff Survey of College Services to Students
	New Student Advising Center Survey
	Continuing Student Academic Advising Survey
Feb 6	IPEDS: Student Financial Aid
Feb 8	Online Course Assistance Survey I
Dec. 10 – Feb 11	IPEDS: Student Financial Aid; Graduation Rates; 200% Graduations Rates, Admissions
Feb 15	Unit Plan statements and Budget Requests completed for next Academic year
Feb 15	Key Metrics form copied into current academic year
Feb 15	CERS: Begin work on ending Fall
Feb 15	Clearinghouse – Subsequent of Term 1
Feb 26	IE Website Updates
Feb 27 – May 13	Unit Plan Updates to be submitted for approval
Feb 28	PBI Phase I

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

<b>MARCH 2020</b>	
Mar 1	CERS: Begin work on opening Spring
Mar 3	Informer Updates for Daily Reports
Mar 3 – July 15	Program Eval/DEW Data/ Job Placement
Mar 5-8	Spring Break
Mar 7	Title 3 & 5 Submissions
Mar 10 – 12	Budget Meeting w/Donna (Unit Plans need approval before any budget meeting)
Mar 11	UPDATE (Informer) Scheduled Advising Staff Daily Accept-Summer/Fall
Mar 11	UPDATE (Informer) Scheduled Applicants Detailed Report-Summer/Fall
Mar 15	CERS Distribution Files Due at State Tech
Mar 18	End Advising Relations (Advisees not here for three semesters)
Mar 20	Program Evals/DEW Data/Job Placement
Mar 20 – April 12	Quarterly Budget Review
<b>Mar 21</b>	<b>2018 Middle College Alumni Survey</b>
Mar 22	Clearinghouse – Subsequent of Term 2
Mar 23	Academic Unit Plans due to Donna
Mar 24	CHE-Dual Enrollment
Mar 26	IE Website Updates
Mar 27	Dual Enrollment
Mar 31	NAEYC (National Association for the Education of Young Children) Annual Report
<b>APRIL 2020</b>	
	Copy over SLOs into the next academic year
	Finalize Budget Requests
	Finalize Next Fiscal year Unit Plan
Dec. 10 – April 8	IPEDS: Fall Enrollment; Finance; Human Resource; Academic Library
April 8	CERS: Begin work on CE Fall
April 13 – May 16	Preparation for Area Commission Meeting
April 15-22	Spring 2018 Student Evaluation of Instruction
April 15	CERS: CE Fall-Due Date
April 15	Finalize and add Approval Status for next academic year Unit Plans
April 18	End of the Semester Online Course Assistance Survey
April 19	Clearinghouse Subsequent of Term 3
April 24	IPEDS: Fall Enrollment; Graduation Rates; 200% Graduations Rates; Finance; Human Resource
<b>MAY 2020</b>	
<b>DACUMS—Due May, 2020</b>	<b>AAS.CP, AAS.NSIA</b>
May 2	Make copies of DACUMs for each Graduating Curriculum
May 8	End of Spring 2020 Semester
May 7	Informer Updates and Clean-up
May 8	Batch Evals for Graduation Percentage report
May 13	Clearinghouse – End of Term
May 13	Clearinghouse for Transfer
<b>End of each Semester</b>	Run XGPCT for all Programs –Closing CERS.
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from hold tank

# Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

## 2020 SUMMER

MONTH/YEAR	ACTIVITY
<b>Program Review Data and Faculty <i>Compliance Assist</i> Updates</b>	
<b>SLO (Student Learning Outcomes) Assessment</b>	
<b>SACS Faculty Loading Report</b>	
<b>Gather data for Unit Plan Reporting</b>	
<b>Program Reviews—Due 2020su</b>	
<b>AAS.EET.EIT,AAS.EIT.ETP</b>	
<b>DACUMS—Due 2020su</b>	
<b>AAS.CRJ, AAS.LEG, DAS.MA, DAS. PN, AAS.EET.EIT,AAS.EIT.ETP, AAS.MEC</b>	
<b>Beginning of each semester</b>	Update Add Accepted, Student, and Faculty emails
<b>Beginning of each month</b>	Patches updated to Datatel
<b>1<sup>st</sup> &amp; 15<sup>th</sup> of each month</b>	HR Extractions
<b>Around 5<sup>th</sup> of each month</b>	Salary Fringe
<b>Weekly (Tuesday)</b>	Library Extractions
<b>Weekly (Friday)</b>	SC Track Academic Course Equivalency
<b>MAY 2020</b>	
May 17	Budget due to Area Commission
May 18 – July 30	SUMMER 2018 SEMESTER
May 18	Begin of Summer 2020 Semester
May 24	Clearinghouse – Summer - First
May 25	Update Informer FA Reports ( <i>016_Advisee_View</i> ) Active Advisee/All Active Advisee and Registration Report
May 26	IE Website Updates
<b>May 28</b>	<b>Run query to end Advisor-production.sql for Spring 2017 advisees</b>
May 30	Online Course Assistance Survey I
<b>JUNE 2020</b>	
June	CHE reporting Spring 2018 (CHE A, B, C)
June 1	Perkins
June 1	Add three semesters of program data into Planning Module so faculty will have necessary information for Faculty Evaluations
June 14	Program Evaluation Data Validation Deadline – PEMS Closes
June 15	Department of Education – Military Service Support Survey
June 17--July 25	NCCBP (National Community College Benchmark Project) Data Entry
June 18	Informer Updates for Daily Reports
June 19	End Advising Relations (Advisees not here for three semesters)
June 20	Online Course Assistance Survey II
June 30	Clearinghouse – Summer - Subsequent
June 30	IE Website Updates
<b>July 2020</b>	
July 3	CERS: Begin work on ending Spring
July 11 - 15	Summer 2018 Student Evaluation of Instructions
July 13	End of Semester Online Course Assistance Survey
July 15	Copy over Program SLO and Gen Ed SLO statement into upcoming academic year
July 15	Program Evaluation (PEMS) Reports Due to System Office
June 17-July 25	NCCBP (National Community College Benchmark Project) Data Entry
July 17	CERS: Begin work on opening Summer
July 30	End of 2020su Semester
July 30	IE Website Updates
July 30	Batch Evals for Graduation Percentage report

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

July 31	CERS: End Spring Open Summer-Due Date
July 31	CERS Distribution Files Due at State Tech
<b>August 2020</b>	
Aug 1	CERS: Start Continuing Education (CE) for Spring
Aug 5	Clearinghouse-Summer-End
Aug 5	Clearinghouse for Transfer
Aug 5	IPEDS: Student Financial Aid
Aug 5	IPEDS: (Registration, Report Mapping, Institution ID, IC-Header)
Aug 15	CERS: Continuing Education (CE) for Spring due
Aug 31	CERS: CE Spring-Due Date
<b>End of each Semester</b>	Run XGPCT for all Programs –Closing CERS.
	Graduation Files sent to Clearinghouse
	Create New Semester on D2L
	Submit Support Ticket to remove semester information from hold tank
<b>End of Summer Semester</b>	Update Approved Programs Active and Inactive
	Updated Gainful Employment Listing with Contracted List
	Update and Publish 2020-2021 IE/IR Handbook

## Appendix A

## DACUM SCHEDULE

COURSE COMPETENCY PROFILE	ACADEMIC YEAR	DATE LAST CONDUCTED	NEXT SCHEDULED DATE	Competency Validation by Outside Agency/Certification
<b>BUSINESS, COMPUTER TECHNOLOGY, EDUCATION &amp; PUBLIC SERVICE</b>				
Associate in Business Administration		NEW for 2017-2018	SPRING 2019	
Concentration in Enterprise Management				
Concentration in Accounting				
Certificate in Basic Accounting				
Associate in Administrative Office Technology	2016-2017	August 2, 2017	2020-2021	
Diploma in Administrative Support				
Associate in Computer Technology		REVISED for 2017-2018	FALL 2018	
Concentration in Network Security and Information Assurance				
Concentration in Programming				
Certificate in Computer Network Specialist				π
Certificate in Network Engineering				
Certificate in Internetworking				
Certificate in Database & Programming				
Associate in Criminal Justice	2011-2012	July 18, 2012	FALL 2018	
Certificate in Forensics				
Certificate in Security				
Associate in Early Childhood Development	2013-2014	May 6, 2014	SPRING 2019	
Diploma in Early Childhood Development				
Certificate in Early Childhood Development				
Associate in Legal Assistant/Paralegal	2013-2014	July 23, 2014	FALL 2018	
<b>ENGINEERING &amp; ADVANCED MANUFACTURING TECHNOLOGIES</b>				
Associate in Electronics Engineering Technology	2013-2014	REVISED for 2016-2017	SPRING 2019	
Concentration in Electronic Instrumentation				
Concentration in Engineering Programming Technology				
Associate in Engineering Design Technology		NEW for 2017-18	FALL 2018	
Certificate in Computer Aided Design I	2013-2014	April 17, 2014		
Certificate in Computer Aided Design II	2013-2014	April 17, 2014		

# Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

COURSE COMPETENCY PROFILE	ACADEMIC YEAR	DATE LAST CONDUCTED	DATE SCHEDULED	Competency Validation by Outside Agency/Certification
Associate in Automotive Technology	2005-2006	April 14, 2015	SPRING 2019	
Certificate in Basic Diesel Maintenance				
Certificate in Undercar Specialist				
Associate in Industrial Electronics Technology	2013-2014	May 8, 2014	FALL 2018	
Concentration in Electronics				
Concentration in Electrical and Mechanical				
Certificate in Basic Electrician				
Certificate in Basic Industrial Maintenance				
Certificate in Industrial Electrician				
Certificate in Industrial Maintenance-Mech & Elec I				π
Certificate in Industrial Maintenance-Mech & Elec II				π
Associate in Machine Tool Technology	2005-2006	September 25, 2014	FALL 2018	
Certificate in Production Operator				
Certificate in Basic Welding				π
Certificate in Intermediate Welding				π
Certificate in Welding Fundamentals				π
Associate in Mechatronics		NEW	SPRING 2019	
Certificate in Mechatronics I				
Certificate in Mechatronics II				
Certificate in Mechatronics III				
Certificate in Professional Truck Driving			FALL 2018	π
<b>HEALTH SERVICES &amp; NURSING</b>				
Associate in Associate Degree Nursing	2016-2017	April 24, 2017	2020-2021	
Diploma in Medical Assisting	2013-2014	July 14, 2014	SPRING 2019	
Diploma in Practical Nursing	2013-2014	July 15, 2014	SPRING 2019	
Associate in Physical Therapist Assistant	2016-2017	November 8, 2016	2020-2021	
Associate in Radiological Technology	2014-2015	October 9, 2014	SUMMER 2019	
Certificate in General Radiologic Technology				
Certificate in Magnetic Resonance Imaging				π
Certificate in Mammography				π
Certificate in Emergency Medical Technician				π
Certificate in Nursing Assistant				π
Certificate in Patient Care Technician				π

π –Certificate validated in an outside agency



# Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

## Appendix B

### PROGRAM REVIEW TIMELINE

Arts and Sciences	M. PLUMMER	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Arts & Sciences											
Associate in Arts & Related Certificates	Plummer		17sp			20sp			23sp		
Associate in Science and Related Certificates	Plummer		17sp			20sp			23sp		
Certificate in Sustainable Agriculture	Plummer		17sp			20sp			23sp		
Certificate in Pre-Dental Hygiene—(Currently Inactive)											
Certificate in Pre-Health Information Management—(Currently Inactive)											
Certificate in Pre-Occupational Therapy Assistant—(Currently Inactive)											
Certificate in Pre-Physical Therapist Assistant—(Currently Inactive)											
Business/Education/Public Service	W. WARING-BERRY	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Accounting											
Associate Degree in Accounting and Related Certificates	Jones			17fa			20fa			23fa	
Administrative Office Technology											
Associate Degree in Administrative Office Technology and Related Diploma	Jones			18sp			21sp			24sp	
Criminal Justice											
Associate Degree in Criminal Justice and Related Certificates	Waring-Berry			17fa			20fa			23fa	
Early Childhood Education											
Associate Degree in Early Care and Education and Related Certificates, Diploma	Hughes		17sp			20sp			23sp		
Associate Degree Education (University Transfer)	Hughes										
General Business											
Associate Degree in General Business and related certificates	Jones			18sp			21sp			24sp	
Certificate in Entrepreneurship	Jones			18sp			21sp			24sp	
Certificate in Logistics			17sp			20sp			23sp		
Paralegal/Legal Assistant											
Associate Degree in Paralegal/Legal Assistant	Waring-Berry			17fa			20fa			23fa	

# Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

Computer/Engineering/Advance Manufacturing Technologies	R. MURPHY	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Automotive Technology											
Associate Degree in Automotive Technology and Related Certificates (including Diesel)	Kneece				19sp			21sp			24sp
Computer Technology-IT											
Associate Degree in Computer Technology – Information Technology and Related Certificates	Singletary			18sp			21sp			24sp	
Certificate in Computer Network Specialist	Singletary			18sp			21sp				
Computer Technology-PC Support											
Associate Degree in Computer Technology-PC Support and Related Certificates—(Currently Inactive)	Singletary			18sp			21sp			24sp	
Certificate in Microcomputer Applications—(Currently Inactive)	Singletary			18sp			21sp			24sp	
Certificate in Office Productivity	Singletary										
Computer Technology-Programming											
Associate Degree in Computer Technology-Programming and Related Certificates	Coward			18sp			21sp			24sp	
Certificate in Database & Programming	Coward			18sp			21sp			24sp	
Certificate in Webmaster	Coward			18sp			21sp			24sp	
Electronics Engineering Technology											
Associate Degree in Electronics Engineering Technology-Computer Electronics and Related Certificates	Murphy				18fa			21fa			24fa
Associate Degree in Electronics Engineering Technology-Electronic Instrumentation Technology and Related Certificates	Murphy				18fa			21fa			24fa
Certificate in Health Physics I—(Currently Inactive)	Murphy										
Certificate in Health Physics II—(Currently Inactive)	Murphy										
Industrial Electronics Technology											
Associate Degree in Industrial Electronics Technology and Related Certificates	Wilson				19su			21su			24su
Engineering Design Technology											
Associate Degree in Engineering Design Technology and Related Certificates	Odom				18fa			21fa			24fa
Mechatronics Technology											
Associate Degree in Mechatronics Technology and Related Certificates	Zissett				18fa			21fa			24fa
Certificates in Power Plant Technology—(Currently Inactive)	Zissett										
Machine Tool Technology											
Associate Degree in Machine Tool Technology and Related Certificates	Reddick				18fa			21fa			24fa
Certificates in Welding	Johnson				19sp			21sp			24sp

# Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

Certificates in Industrial Maintenance Technology	J. Wilson				19su			21su			24su
Certificate in Truck Driver Training	Kennedy				19sp			21sp			24sp
<b>Nursing/Health Science</b>	<b>C. TOOLEY</b>	2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Nursing											
Associate Degree in Nursing	Macaruso/ Chavis				19sp			21sp			24sp
Diploma in Practical Nursing	Browning/ Chavis				18fa			21fa			24fa
Physical Therapist Assistant											
Associate Degree in Physical Therapist Assistant	Fralix					19fa			22fa		
Radiologic Technology											
Associate Degree in Radiologic Technology and Related Certificates	Andrews			17fa			20fa			23fa	
Certificate in Computed Tomography	Andrews				18fa			21fa			24fa
Certificate in Magnetic Resonance Imaging	Andrews				18fa			21fa			24fa
Certificate in Mammography	Andrews				18fa			21fa			24fa
Respiratory Care Technology											
Associate Degree in Respiratory Care Technology — (Closing)	Coffey										
Medical Office Assisting											
Diploma in Medical Assisting	Cheek		16fa			19fa			22fa		
Health Science Certificates											
Certificate in Emergency Medical Technician	A. Wolfe		16fa			19fa			22fa		
Certificate in Patient Care Technician	S. Wolfe				19sp			21sp			24sp
Certificate in Nursing Assistant	Collins			18sp			20fa			23fa	

<b>Self-Study</b>		2015-2016	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
Learning Resource Center			X			X			X		
Academic Advising			X			X			X		
Student Development			X			X			X		

# Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

## Appendix C

### ACCREDITATION/REPORTING SCHEDULE BY YEAR

COURSE COMPETENCY PROFILE	2013 2014	2014 2015	2015 2016	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021	2021 2022	2022 2023	2023 2024	2024 2025	2025 2026	2026 2027	2027 2028	2028 2029
<b>ORANGEBURG-CALHOUN TECHNICAL COLLEGE</b> <b>SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS</b> <b>(SACS)</b>		3/ 2015	Site Visit 10/2015													
<b>CAREER and TECHNOLOGY</b>																
Associate in Applied Science in Business and Computer Technology <b>Association of Collegiate Business Schools and Programs</b> <b>(ACBSP)</b>	9/ 2014 QA Report (2010- 2012)		9/15/ 2015 QA Report (2012- 2014)		9/15/ 2017 QA Report (2014- 2016)	8/2018 Reaffirma tion										Fall Reaffir mation
Associate in Applied Science in Automotive Technology <b>National Automotive Technicians Education Foundation</b> <b>(NATEF)</b>	Site Visit 12/19/ 2013	1/2016 Complian ce Review				Site Visit Complete d 11/2018	2019 Reaffir mation									
Associate in Applied Science in Electronics Engineering Technology <b>Accreditation Board for Engineering and Technology, Inc.</b> <b>(ABET, INC)</b>		1/31/ 2015 (Request) 7/1/ 2015 (Submission)	Site Visit 11/2015						Site Visit 11/2021	2022 Reaffir mation						
<b>HEALTH SERVICES</b>																
Associate in Applied Science –Respiratory Care Technology <b>Committee on Accreditation of Respiratory Care</b> <b>(CoARC)</b>		Site Visit 7/ 2015	1/2016 Respon d to material s Annual Report 7/2015	Annual Report 7/2016	Annual Report 7/2017	Annual Report 7/2018	Annual Report due date postpon ed (accredi tation databas e under constru ction)									
Associate in Applied Science –Radiologic Technology <b>Joint Review Committee on Education in Radiologic Technology</b> <b>(JCERT)</b>		1/ 2015 Extension Site Visit	Site Visit 8/2015 Annual Report 10/2015	Annual Report 10/2016	Annual Report 10/2017	Annual Report 10/2018	Interim Report due 2019					2024 Reaffirma tion				

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

COURSE COMPETENCY PROFILE	2013 2014	2014 2015	2015 2016	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021	2021 2022	2022 2023	2023 2024	2024 2025	2025 2026	2026 2027	2027 2028	2028 2029
<b>HEALTH SERVICES Cont.</b>																
Diploma in Applied Science –Medical Office Assisting <b>Commission on Accreditation of Allied Health Education Programs (CAAHEP)</b>	Site Visit 3/2013	Annual Report 2/2014	Annual Report 2/2015	Annual Report 2/2016	Annual Report 2/2017	Annual Report 2/2018	Annual Report 2/2019				2023 Reaffir- mation					
Associate in Applied Science in Physical Therapist Assistant <b>Commission on Accreditation in Physical Therapy Education (CAPTE)</b>			Site Visit on 1/2015 Report due 2/2015				Self- Study Report Due and On-Site Visit Fall 2019	2020 Reaffir- mation								
Certificate in Emergency Medical Technician <b>Department of Health and Environmental Control (DHEC) (approved)</b>							Next Approva l 3/31/20 220									
<b>Certificate in Patient Care Technology</b>							Next Approva l 7/13/20 20									
Certificate in Electrocardiography/Cardiac Monitoring <b>National Healthcare Association (NHA) (approved)</b>																
Certificate in Phlebotomy <b>National Center for Competency Testing (NCCT) (approved)</b>		3/2015 Submissio n														
Certified Nursing Assistant (certificate) <b>Department of Health and Human Services (DHHS) (approved)</b>	Site Visit 10/3/2013		Site Visit 10/2015		Site Visit 10/2017		Site Visit 10/2019									

# Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

COURSE COMPETENCY PROFILE	2013 2014	2014 2015	2015 2016	2016 2017	2017 2018	2018 2019	2019 2020	2020 2021	2021 2022	2022 2023	2023 2024	2024 2025	2025 2026	2026 2027	2027 2028	2028 2029
<b>NURSING</b>																
Associate in Applied Science in Associated Degree Nursing National League of Nursing Accrediting Commission Incorporated (ACEN)	Fall 2013 Follow-up	(10/2014) Annual Report & (11/2014) Board of Nursing Annual Report	(10/2015) Annual Report & (11/2015) Board of Nursing Annual Report	(10/2016) Annual Report & (11/2016) Board of Nursing Annual Report	(10/2017) Annual Report & (11/2017) Board of Nursing Annual Report	Spring 2019 Reaffirmation										
Diplomas in Applied Science in-Practical Nursing National League of Nursing Accrediting Commission Incorporated (ACEN)	Fall 2013 Follow-up	(10/2014) Annual Report & (11/2014) Board of Nursing Annual Report	(10/2015) Annual Report & (11/2015) Board of Nursing Annual Report	(10/2016) Annual Report & (11/2016) Board of Nursing Annual Report	(10/2017) Annual Report & (11/2017) Board of Nursing Annual Report	(10/2018) Annual Report & (11/2018) Board of Nursing Annual Report	Fall 2019 Reaffirmation									
<b>PUBLIC SERVICE</b>																
Associate in Applied Science in Early Care and Education National Association for the Education of Young Children (NAEYC)		3/31/ 2015 Annual Report	3/31/ 2016 Annual Report	3/31/ 2017 Annual Report	3/31/ 2019 Annual Report	3/31/ 2019 Annual Report	3/31/ 2020 Annual Report	Accredited Until 2020								
Associate in Applied Science in Paralegal/Legal Assistant American Bar Association (ABA) (approved)			Site Visit on 9/14-15/ 2015			8/ 2018 Interim			Re-approval 2021							

## Appendix D

### Articulation Agreements

Claflin University - Bachelor of Arts Degree in Early Childhood Education

Claflin University - Bachelor of Arts Degree in Elementary Education

Claflin University - Bachelor of Arts Degree in Mid-Level Education

Claflin University - Bachelor of Arts Degree in Sociology/Criminal Justice Administration

Claflin University - Bachelor of Arts Degree in Politics and Justice Studies Articulation Agreement

Claflin University - Bachelor of Science Degree in Organizational Management

Clemson University - Bachelor of Science Degree in Agricultural Education

Clemson University - Bachelor of Science Degree in Food Science

Clemson University - Bachelor of Science Degree in Soils and Sustainable Crops

Columbia College - Bachelor of Arts in Applied Business

Columbia College - Bachelor of Arts in Health Communication

Columbia College - Bachelor of Arts in Computer and Information Systems

Columbia College - Bachelor of Arts in Leadership and Professional Communication

Columbia College - 1-Year Transfer Program in Arts & Science

Francis Marion University

Newberry College - 1-Year Transfer Program in Arts & Science

South Carolina State University - Bachelor of Arts Degree in Early Childhood Education

South Carolina State University - Bachelor of Arts Degree in Elementary Education

South Carolina State University - Bachelor of Arts Degree in Mid-Level Education

South Carolina State University - Bachelor of Arts Degree in Political Science

South Carolina State University - Bachelor of Science Degree in Management, Marketing, Accounting, or Economics

South Carolina State University - Bachelor of Science in Criminal Justice

South Carolina State University - Bachelor of Science in Criminal Justice (Paralegal/Legal Studies)

South Carolina State University - Bachelor of Science in Professional Land Surveying

South Carolina State University - Bachelor of Science in Mechanical Engineering

South Carolina State University - Bachelor of Science in Electrical Engineering Technology

South Carolina State University - Bulldog Gateway Program

South Carolina State University - 1-Year Transfer Program in Arts & Science

The Citadel Articulation Agreement - Bachelor of Science Degree in Business Administration

The Citadel Articulation Agreement - Bachelor of Arts Degree in Criminal Justice

University of South Carolina-Columbia - Bachelor of Arts Degree in Early Childhood Education (One Year)

University of South Carolina-Columbia - Bachelor of Arts Degree in Early Childhood Education (Two Year)

University of South Carolina-Columbia - Bachelor of Arts Degree in Elementary Education

University of South Carolina-Columbia - Bachelor of Arts Degree in Mid-Level Education

University of South Carolina-Columbia - Bachelor of Science Degree in Mid-Level Education

University of South Carolina-Upstate - Bachelor of Science Degree in Nursing

University of South Carolina-Upstate - Bachelor of Science Degree in Criminal Justice

University of South Carolina-Upstate - Bachelor of Arts Degree in Information Management and Systems



## Appendix D

### Approved Substantive Changes

Approval Date	Description of Substantive Change
March 25, 2010	Notification of 14 certificates created from existing approved programs using existing approved courses: <ul style="list-style-type: none"> <li>• Automated Manufacturing I</li> <li>• Automated Manufacturing II</li> <li>• Industrial Maintenance – Mechanical and Electrical I</li> <li>• Industrial Maintenance – Mechanical and Electrical II</li> <li>• Mechatronics I</li> <li>• Mechatronics II</li> <li>• Mechatronics III</li> <li>• Power Plant Technology I</li> <li>• Power Plant Technology II</li> <li>• Power Plant Technology III</li> <li>• Principles of CAD, Cam and Solid State Devices</li> <li>• Production Operator</li> <li>• Basic Welding (NCCER)</li> <li>• Welding Fundamentals</li> </ul>
March 25, 2010	Approval of two certificate programs: <ul style="list-style-type: none"> <li>• Intermediate Welding</li> <li>• Advanced Welding</li> </ul>
June 28, 2010	Approval of a site designated as Carolina Quick Jobs Center where students may earn 50% or more of a workforce development certificate (CNA)
September 27, 2010	Notification of termination of Medical Laboratory Technology degree program
November 30, 2010	Notification of Computer Network Specialist Certificate with the majority of the program taught online (implemented spring 2008)
November 30, 2010	Approval of six certificate programs: <ul style="list-style-type: none"> <li>• Computer Aided Design III Certificate; implemented fall 2008</li> <li>• Database Certificate; implemented fall 2006</li> <li>• Certificate in Health Science with a major in Magnetic Resonance Imaging taught online; implemented fall 2006</li> <li>• Certificate in Health Science with a major in Mammography taught online; implemented fall 2006</li> <li>• Certificate in Health Science with a major in Computed Tomography; implemented fall 2006</li> <li>• Sustainable Agriculture Certificate</li> </ul>
November 30, 2010	Notification of Off-Campus instructional sites where 25% - 49% of the General Studies certificate's credits are available: <ul style="list-style-type: none"> <li>• Calhoun Academy</li> <li>• Cope Area Career Center</li> <li>• Edisto High School</li> <li>• Orangeburg Preparatory Schools</li> </ul>
July 11, 2011	Approval of two certificate programs: <ul style="list-style-type: none"> <li>• Health Physics Certificate I</li> <li>• Health Physics Certificate II</li> </ul>

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

August 1, 2011	Notification of 5 programs where 50% or more of the programs' credits are offered through distance education: <ul style="list-style-type: none"> <li>• Associate in Arts – University Transfer</li> <li>• Associate in Science – University Transfer</li> <li>• Associate in Applied Science – Criminal Justice</li> <li>• Associate in Applied Science – Paralegal/Legal Assistant</li> <li>• Associate in Applied Science – Computer Technology</li> </ul>
October 31, 2011	Approval of two certificate programs: <ul style="list-style-type: none"> <li>• Entrepreneurship Certificate</li> <li>• Entrepreneurship Business Plan Certificate</li> </ul>
January 3, 2012	Notification of changes in the Certificate in Health Science/Major in Magnetic Resonance Imaging program. Number of credit hours required for certificate increased by eight credit hours.
May 1, 2012	Approval of the termination of the General Studies Certificate program on July 26, 2012
July 25, 2012	Approval of the Emergency Medical Technician Certificate
November 26, 2012	Notification of plans to offer Associate in Applied Science with a major in Physical Therapy Assistant
March 25, 2013	Approval of Truck Driver Training Workforce Development Certificate
December 3, 2013	Approval of Physical Therapist Assistant Program
June 23, 2014	Approval of Name Change – Carolina Quick Jobs Center to OCtech Quick Jobs Development Center
June 23, 2014	Approval of Name Change – Health Physics I to Radiation Fundamentals Approval of Name Change – Health Physics II to Radiation Protection
October 17, 2014	Notification of new certificate programs with curricula consisting of existing approved courses. <ul style="list-style-type: none"> <li>• Basic Electrician</li> <li>• Industrial Electrician</li> <li>• Industrial Technology – General Technology – Under Car Specialist</li> <li>• Logistics</li> <li>• Radiation Response and Instrumentation</li> </ul>
October 17, 2014	Notification of programs where 50% or more of the programs' credits are offered through distance education: <ul style="list-style-type: none"> <li>• AAS in Accounting</li> <li>• AAS In Administrative Office Technology</li> <li>• AAS in Computer Technology – IT</li> <li>• AAS in Computer Technology – PC Support</li> <li>• AAS in Computer Technology – Programming</li> <li>• AAS in General Business</li> <li>• Certificate in Basic Accounting</li> <li>• Certificate in Entrepreneurship</li> <li>• Certificate in Entrepreneurship Business Plan</li> <li>• Certificate in Internetworking</li> <li>• Certificate in Network Security</li> <li>• Certificate in Network Specialist</li> <li>• Certificate in Webmaster</li> <li>• Diploma in Applied Science in Administrative Support</li> </ul>

## Orangeburg-Calhoun Technical College Institutional Effectiveness Research and Assessment Plan

February 9, 2015	<p>Notification of 25%-49% of the reinstated General Studies Certificate at all off-campus sites, including four new additional sites off-campus instructional sites:</p> <ul style="list-style-type: none"> <li>• Lake Marion High School</li> <li>• The Technology Center</li> <li>• Barnwell Area Career Center</li> <li>• Calhoun County High School</li> </ul> <p><i>No prospectus was required for the certificate because it is comprised of pre-approved courses.</i></p>
August 13, 2015	Notification of 25%-49% of the Mechatronics I Certificate at Cope Area Career Center (off-campus site).
October 5, 2015	Notification of addition of seven credit hours to Certificate in Mammography to satisfy ARRT requirements.
October 5, 2015	Notification of addition of four credit hours to Truck Driving Certificate based on recommendations of local employers and SCDOT.
October 13, 2015	<p>Approval of prospectus for Middle College program students to potentially earn more than 50% of the General Studies Certificate at the following off-campus sites:</p> <ul style="list-style-type: none"> <li>• OCtech Quick Jobs Development Center</li> <li>• Barnwell Area Career Center</li> <li>• Calhoun County High School</li> <li>• Cope Area Career Center</li> <li>• Edisto High School</li> <li>• The Technology Center</li> </ul>
July 12, 2017	Approval of Electronic Health Records Specialist Certificate Program
July 26, 2017	Approval of Associate in Applied Science in Engineering Design Technology Degree
December 14, 2017	Approval of Associate in Applied Science in Mechatronics Technology Degree
To Be Determined	Approval of program closing and teach-out plan for Associate in Applied Science Respiratory Care Technology. Notification letter dated October 18, 2018.